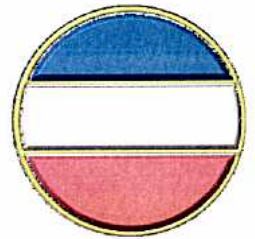


# Joint Readiness Training Center and Fort Polk Soldier Standards and Uniform SOP



1 June 2005



**S – STOP** before you act, don't rush into a situation or mission without considering the risks against the benefits.

**T – THINK** about what you are about to do, what is the right way to safely accomplish the task.

**O – OBSERVE** the situation and surrounding environment.  
What are the risks? How can I reduce them?

**P – PLAN** Develop your plan to reduce the risks and decide how to best implement the plan.

**P – PROCEED** with Safety. Supervise continuously and constantly look for ways to improve.





REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6561 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

MEMORANDUM FOR ALL SOLDIERS ASSIGNED/ATTACHED TO JRTC AND FORT  
POLK

SUBJECT: JRTC and Fort Polk Standards

1. Purpose: To establish standards within JRTC and Fort Polk.
2. Applicability: All US Army personnel assigned or attached to the JRTC and Fort Polk.

3. General:

a. Welcome to JRTC and Fort Polk. You are joining units steeped in tradition and comprised of soldiers who are proud, confident, and competent war fighters. As Soldiers assigned to Fort Polk, we are all committed to upholding the proud traditions of this command. Traditions are based on the establishment, implementation, and enforcement of standards. This SOP identifies standards as they apply to the way we conduct our professional and social lives. Whether we are training in the field, the "Box," or enjoying a social evening together, our ability to apply these standards has a direct impact on the accomplishment of our overall mission. The intent is to build and maintain discipline and esprit for individual Soldiers as well as our units.

b. The "JRTC Standards," in conjunction with post policies, annual training guidance, and command quarterly training guidance, outline the manner in which we do business and conduct ourselves on a daily basis. Every Fort Polk Soldier has a professional responsibility to know, abide by, and enforce these standards.

c. We concentrate on realistic and challenging training at all levels to maintain proficiency of our go-to-war skills. We're sure you will find your tour at Fort Polk to be both personally and professionally rewarding.

d. All Soldiers, NCOs, and officers will carry the standards book in their right cargo pocket at all times.

4. The provisions of this book are punitive in nature. Individuals who violate these provisions may be punished under Article 92 of the Uniform Code of Military Justice (UCMJ) and may be subject to adverse administrative action.

*Earl Rice*  
EARL L. RICE  
Command Sergeant Major, USA

*Michael D. Barbero*  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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## **History of Fort Polk**

Fort Polk was established in 1941 and named in honor of the Right Reverend Leonidas Polk, the first Episcopal Bishop of the Diocese of Louisiana and a Confederate general.

Thousands of soldiers learned the basics of combat here during the World War II Louisiana Maneuvers. Afterwards, the post was opened for the Korean War and then closed.

It wasn't until the 1961 Berlin Crisis that Fort Polk reactivated on a more permanent basis and became an infantry training center in 1962. Subsequently, it was selected to conduct Vietnam-oriented advanced training.

The 5th Infantry Division (Mechanized) became Fort Polk's major tenant in 1974, and the post became one of the most modern installations in the Army. In 1993, the 5th Division (redesignated as the 2nd Armored Division) moved to Fort Hood, Texas.

On March 12, 1993, Fort Polk officially became the home of the Joint Readiness Training Center, which relocated from Arkansas. Fort Polk is also home to Warrior Brigade which contains several combat support units. Medical, dental, and military police commands also support the installation.

The year 2005 has been a season of change for the Fort Polk community. The 2d Armored Cavalry Regiment, which has called Fort Polk home since the early 1990's, furlled its flag for movement to Fort Lewis, WA, where it will convert to one of the Army's new Stryker brigades.

The 4th Brigade, 10th Mountain Division, one of the Army's new modular brigades, officially activated January 19, 2005, at Fort Polk.

The Army is restructuring from a division-based to a brigade-based force, consisting of self-sufficient, brigade-based modules that will greatly improve strategic responsiveness.

Brigade Combat Teams are stand-alone, self-sufficient, and standardized tactical units. They consist of between 3,500 and 4,000 Soldiers, organized the way they fight.

Modular supporting brigades will provide aviation, fires, logistics, and other support to the Brigade Combat Teams. This will create greater operational autonomy, and enhance joint, interagency, and multi-national operations.

Creating an Army Modular Force will provide more training time, predictable deployment schedules, and a continuous supply of land power to combatant commanders and civil authorities.

Soldiers of Fort Polk have been called to serve around the world in recent history. They fought in Panama during Operation Just Cause and in the Persian Gulf for Operation Desert Storm.

Currently Fort Polk is supporting the war on terrorism by providing contingency training for the Army's light infantry and special operations forces and by deploying home station and reserve component forces in support of Operations Enduring Freedom, Noble Eagle, and Iraqi Freedom.

## **History of Fort Polk Continued**

The JRTC and Fort Polk is experiencing a tremendous transformation to be able to continue to accomplish our missions as a Combat Training Center, Power Projection Platform, and a Modern Installation that supports our soldiers and families.

The installation is seeing one of its biggest construction booms ever with over \$300 million in new construction and renovation projects in support of Fort Polk transformation over the next several years.

Recent accomplishments include the new consolidated library and education center, post headquarters and newly renovated soldiers readiness processing center — all of which have set new standards Army-wide.

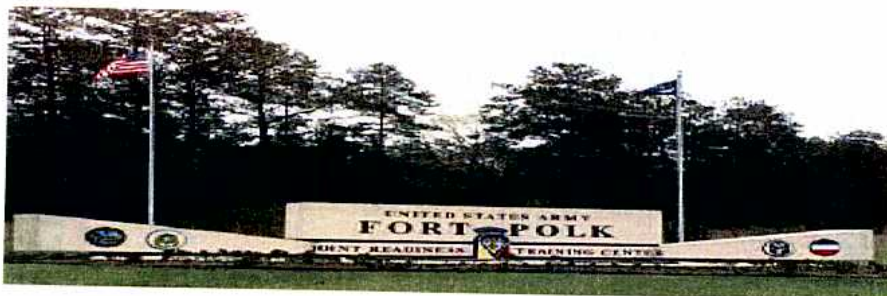
## **JRTC and Fort Polk Patch**

The bayonet and wings symbolize the unit's mission of training rapid deployment forces. The bayonet symbolizes military preparedness and the strike capability of rapid deployment forces, which train at the JRTC. The wings are emblematic of speed, mobility, and joint training with the United States Air Force. The colors blue, yellow, and red are traditionally associated with the infantry, armor, and artillery and reflect the combined arms character of JRTC training. The overall shape is reminiscent of an arch or portal and portrays the knowledge, education and training provided by JRTC as the "doorway" to enhanced unit proficiency and skill. The blue and white Airborne Tab is attached above the patch.

## **JRTC Designation**

Building on the success of the National Training Center, which began training armored and mechanized forces in 1981, the Army also recognized that light infantry forces needed similar unit training... and the JRTC was born. The JRTC training began in 1987 on a test basis at Fort Chaffee, Arkansas. The center's headquarters was then located at Little Rock Air Force Base.

The JRTC now makes its permanent home at Fort Polk, Louisiana, as a result of the base realignment and closure recommendations approved by Congress in 1991. At a redesignation ceremony on 12 March 1993, Fort Polk made the official transition from the home of an infantry division to the home of a combat training center. The official opening of the JRTC was 20 August 1993. The first training rotation took place at Fort Polk in September 1993.





## **The Army Song**

FIRST TO FIGHT FOR THE RIGHT,  
AND TO BUILD THE NATION'S MIGHT,  
AND THE ARMY GOES ROLLING ALONG.  
PROUD OF ALL WE HAVE DONE,  
FIGHTING 'TILL THE BATTLE'S WON,  
AND THE ARMY GOES ROLLING ALONG.  
THEN IT'S HI! HI! HEY!  
THE ARMY'S ON ITS WAY.  
COUNT OFF THE CADENCE LOUD AND STRONG!  
FOR WHERE'ER WE GO,  
YOU WILL ALWAYS KNOW THAT  
THE ARMY GOES ROLLING ALONG.

THE ARMY SONG WILL BE KNOWN  
AND PERFORMED BY EVERY  
SOLDIER IN ALL CEREMONIES.

## **Army Values**

**Loyalty:** Bear true faith and allegiance to the United States Constitution, the Army, your unit, and your fellow Soldiers.

1. Loyalty to the Constitution: Loyalty to the Constitution means not only your support and defense of the Nation against all enemies, foreign and domestic, but your readiness and willingness to fight for the American ideals of freedom and justice.
2. Loyalty to the Army: Requires your support of the military and civilian chain of command.
3. Loyalty to the Unit and Fellow Soldiers: Is the obligation between those who lead and the led, and the shared commitment among Soldiers for one another.

**Duty:** Fulfill your obligations.

1. Duty is a legal or moral obligation to do what should be done without being told to do it.
2. Duty means accomplishing all assigned tasks to the fullest of your ability.
3. Duty requires willingness to accept full responsibility for your actions and for your Soldiers' performance.

**Respect:** Treat people as they should be treated; be up front with your Soldiers and tell it like it is and give them the dignity and respect they deserve.

**Selfless-Service:** Put the welfare of the Nation, the Army, the unit, and your subordinates before your own.

**Honor:** Live up to all the Army values; honor them through the courage, candor, commitment, and competence you display everyday.

## **Army Values Continued**

**Integrity:** Do what's right, legally and morally; it means being honest and upright, avoiding deception, and living the values you suggest for your subordinates.

**Personal Courage:** Face fear, danger, or adversity (physical or moral).

1. Physical courage is overcoming fears of bodily harm and doing your duty.
2. Moral courage is the courage to stand firm on your values, your moral principles, and your convictions.

## **Code of Conduct**

1. "I am an American fighting Soldier. I serve in the forces which guard my country and our way of life in their defense."
2. "I will never surrender of my own free will. If in command, I will never surrender my Soldiers while they still have means to resist."
3. "If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy."
4. "If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way."
5. "When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause."
6. "I will never forget that I am an American fighting Soldier, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America."



# The Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

WARRIOR  
ETHOS

*I will always place the mission first.*

*I will never accept defeat.*

*I will never quit.*

*I will never leave a fallen comrade.*

I am disciplined, physically and mentally tough,  
trained and proficient in my Warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies  
of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

**I am an American Soldier.**



**RELEVANT  
& READY**

## General Orders

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

## Creed of the Noncommissioned Officer

No one is more professional than I. I am a noncommissioned officer, a leader of Soldiers. As a noncommissioned officer, I realize that I am a member of a time-honored corps, which is known as **“The Backbone of the Army.”**

I am proud of the Corps of Noncommissioned Officers and will, at all times, conduct myself so as to bring credit upon the Corps, the military service, and my country, regardless of the situation in which I find myself. I will not use my grade or my position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind: accomplishment of my mission and the welfare of my Soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a noncommissioned officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both awards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, noncommissioned officers, leaders!



## **PART ONE**

### **The JRTC and Fort Polk Pact**

1. **Purpose:** To prescribe the standards expected of Soldiers stationed at Fort Polk. All JRTC Soldiers are expected to practice self-discipline and personal conduct that will reflect favorably upon them, JRTC, Fort Polk, and the United States Army.

#### **2. The JRTC and Fort Polk Soldier's Responsibilities:**

a. Treat others with dignity and respect and do not tolerate or engage in sexual, racial, or other types of discrimination or harassment.

b. Be technically and tactically proficient.

c. Obey all lawful orders.

d. Be present at the prescribed place, on time, in the proper uniform, looking sharp, and prepared to excel.

e. Maintain proper height/weight standards.

f. Maintain proper appearance, not portraying an appearance of being overweight or obese.

g. Maintain a proper level of physical conditioning and pass the Army Physical Fitness Test (APFT).

h. Maintain weapons qualification on your assigned individual and crew-served weapons. Know mechanical functions, firing techniques, and capabilities of your assigned weapons.

i. Know and use your chain of command and NCO support channel.

#### **3. JRTC & Fort Polk Command Responsibilities:**

a. This command has the responsibility to take care of Soldiers and their families. This is accomplished by ensuring records are maintained properly, pay is timely, and adequate housing is provided. Religious, medical, recreational, and educational needs must also be met. Commanders will ensure Soldiers and families are treated with dignity and respect.

b. The chain of command will give safety instructions as a part of all activities and will vigorously enforce safety standards. Proper risk assessments will be conducted prior to all activities and events.

c. Leaders will know their Soldiers and teach, coach, and mentor them to achieve standards.

d. All Soldiers, SSG and below, will be counseled every month; SFC and above will be counseled quarterly.

## **JRTC & Fort Polk Command Responsibilities Continued**

4. **The JRTC Soldier Readiness:** All Soldiers on Fort Polk must be prepared to deploy anywhere in the world at anytime. It is your responsibility as a Soldier to be technically and tactically proficient in order to accomplish your mission. We are an Army at war fighting in the Global War on Terrorism. Train in peacetime as hard as you have to fight in wartime. Be a leader and take the initiative; that is what sets our Army apart from all others. Do the right thing and always take care of your Soldiers.

### **PART TWO**

#### **Soldier Readiness**

1. All Soldiers are expected to be ready to deploy with little advance notice. To meet this demand, all Soldiers must keep the following items current at all times.

a. **ID Card:** Must be correct and serviceable at all times.

b. **ID Tags:** Must be correct and worn at all times when in uniform. ID tags and the Army Values/STOPP tag are the only authorized items to be worn on the ID tag chains. When applicable to the Soldier, the medical condition warning tags will also be worn.

c. **Emergency Data:** Correct/update emergency data records as soon as a change occurs.

d. **Legal:** Wills and powers of attorney must be kept current and correct. If you need or want to change a will or power of attorney, contact the legal assistance office at 531-2580.

e. **Family Readiness Groups (FRGs):** AR 608-1, paragraphs 2-8 and 4-7, establish the requirement for FRGs. Ensure your family members, whether residing in the command or not, are aware of your unit's FRG. These groups provide vital support and services to family members during deployments.

f. **Dental:** Soldiers are required to have annual dental checks to stay deployable. Any dental condition likely to cause a dental emergency (Category IV) must be treated to make the Soldier deployable.

g. **Family Care Plans:** With the frequency and duration of deployments increasing, our units cannot afford to have Soldiers become non-deployable because of unworkable family care plans. It is the Soldier's and commander's responsibilities to ensure all paperwork has been completed, and all leaders need to subject each plan to a common sense test. It is not effective for the Soldier, the unit, the Army, or the family member to have this program improperly managed. All leaders will ensure that single parents and dual military families have their Family Care Plans complete within 30 days of in processing the unit. Commanders should review Family Care Plans on a regular basis to ensure they remain current.

h. **Appointments:** All appointments are coordinated through and tracked by the chain of command and will be cancelled 48 hours in advance.



## PART THREE

### Personal Appearance

#### 1. **Responsibility:**

a. Each JRTC Soldier is responsible for maintaining a sharp, Soldierly appearance. For example, hands in pockets, poorly fitted uniforms, not shaving before PT formation, and improperly worn equipment do not represent a professional appearance and do not meet Army standards.

b. Each Soldier, NCO, and officer has the personal responsibility to enforce and maintain the standards outlined here and in AR 670-1, 3 February 2005. Tactful, on-the-spot corrections will be made.

2. **General:** Soldiers must project a professional military image that leaves no doubt that they live by a common standard and adhere to the military standards of good order and discipline.

3. **Wear of the Uniform:** Your uniform identifies you as a member of the United States Army and Fort Polk. Wear it with pride. Soldiers may wear only those items prescribed by AR 670-1 or contained in current authorization documents as being an authorized uniform, accessory, and insignia. Wearing a combination of civilian and military clothing is prohibited, unless prescribed in AR 670-1, authorization documents approved by HQDA, or this SOP.

a. **Uniform Appearance:** Soldiers will ensure articles such as wallets, checkbooks, combs, keys, pens, headgear, etc., do not protrude from the pockets or present a bulky appearance. Hanging of key chains, wallet chains, etc., from the belt or belt loops is not authorized. Soldiers will not place their hands in their pockets except momentarily to place or retrieve objects. A pen or pencil may be exposed on the hospital/food service, CVC, and flight uniforms. One electronic device is authorized for wear on the uniform, in the performance of official duties. The device may be either a cell phone or pager - not both. Male Soldiers are not authorized to carry or use an umbrella while in uniform at any time. Female Soldiers will not carry or use the umbrella when in the utility uniform. Commercial rucksacks, gym bags, or like articles may be worn over one shoulder using a shoulder strap or over both shoulders using both shoulder straps while in uniform. Bags must be carried on the same side of the body as the shoulder strap. Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. In a field environment, the map case may be carried over the shoulder. The issued rucksack and NBC bag will only be worn on the shoulders when used for their intended purpose. Civilian purchased rucksacks will be black or green with no visible commercial logos.

b. **The Duty Uniform:** AR 670-1 prescribes uniforms for wear. The following paragraphs summarize portions of the regulation.

(1) The Battle Dress Uniform (BDU), temperate or hot weather, is the standard Army uniform for wear year-round. The uniform consists of the jacket and trousers, highly shined boots, green or black socks, black belt with open face buckle, brown T-shirt, approved winter undershirts, and the beret, unless performing details or working in the motor pool at which time you will wear the patrol cap. Female Soldiers are authorized to carry an approved handbag

## **The Duty Uniform Continued**

(black, while in garrison only). It may be carried in the hand or worn over the shoulder. Commanders specify the uniform of the day, maintaining uniformity.

(2) Pressing and starching the BDU is authorized. This is appropriate for special occasions when appearance should be especially sharp, such as parades, reviews, inspections, and other ceremonial activities. The BDU is designed to fit loosely; alterations to make them form fitting are not authorized. Keep uniforms free of holes and tears and keep them buttoned, zipped, and snapped. Creases sewn into any uniform are not authorized. Commanders are not to require starching. They can require the pressing of uniforms.

(3) All Soldiers wear the brown T-shirt with the BDU. White T-shirts are worn with service, dress, mess, hospital, and food service uniforms.

(4) Two identification tags will be worn around the neck (except when safety considerations apply), beneath the T-shirt on long and short chains, at all times when in uniform. When applicable to the Soldier, the medical condition warning tags will also be worn.

(5) Sewn items on the uniform will be machine sewn, not hand sewn. All Soldiers will have their names sewn on the helmet band and all Soldiers (CPL and above) will have their insignia of rank sewn on the ballistic helmet cover.

(6) Subdued items, i.e., belt buckles, belt tips, and insignia of rank are to be kept subdued.

(7) Sleeves will be worn down at all times.

(8) Do not blouse the trousers in such a way as to present a peg-legged appearance.

(9) Do not intermix wearing hot weather and temperate BDU pieces to include the patrol cap.

(10) When wearing the BDU, no item(s) is/are to protrude from any pocket.

(11) The BDU jacket and field jacket will have "U.S. Army" and name tapes sewn above pockets and rank insignia worn as specified in AR 670-1. All tenant units will wear the specified shoulder patch of their command. The unit patch will be sewn on the left shoulder and the US flag will be sewn on the right.

(12) Units returning from deployment in the DBDU are to wear the BDU as soon as feasibly possible.

(13) Wear BDU tops at all times when in uniform and while operating or traveling in a POV or military vehicle.



**c. The Duty Uniform Off Post.**

(1) Allowed Activities/All Hours. Soldiers may wear class C/duty uniform off post while traveling directly from/to their place of residence, regardless of the time of day of such travel. During such travel the Soldier may only stop enroute to get essential items i.e., bread, milk, gas and emergency automotive repair items.

(2) Soldiers may wear class C/duty uniform off post during the period of 0500-1700 with the following clarification:

a. Soldiers will wear the uniform properly, behave appropriately, and portray a positive image of the citizen-soldier-neighbor while off post.

b. While wearing class C/duty uniform, Soldiers may eat lunch, pay bills, etc., but only during these hours.

c. Soldiers may attend informal off post unit social events, but only during normal lunch hours.

(3) Prohibited Activities/All Hours.

a. Soldiers may not wear camouflage face-paint off post at any time, for any reason, except as specifically required in the conduct of off-post training.

b. At no time may Soldiers patronize off-post establishments with “coat and tie” dress requirements while wearing class C/duty uniform.

c. At no time may Soldiers enter establishments in class C/duty uniform where their presence would create the perception of behavior that is unbecoming of a member of the US Army.

d. At no time may a Soldier consume alcoholic beverages off-post while wearing class C/duty uniform.

e. At no time may a Soldier wear class C/duty uniform while traveling on any commercial carrier unless otherwise authorized in official orders.

(4) After 1700 Soldiers will not wear the class C/duty uniform off post unless to travel directly from/to their place of residence.

**d. The Desert Battle Dress Uniform (DBDU).**

(1) The DBDU is the standard for year-round wear when issued as organizational clothing. In the garrison environment, Soldiers will wear the black beret (or other appropriate beret) with the DBDU.

(2) Wear of the uniform is the same as described for the BDU in paragraph b(1).

(3) When wearing the DBDU hat, the chin strap will be pulled snug up under the chin or tucked inside of the hat.

#### **e. Items Authorized For Wear.**

(1) The beret (black, maroon, tan, or green) is the only standard headgear for Soldiers assigned, attached, or TDY to Fort Polk. Most Soldiers will wear the black beret, unless assigned to units authorized the maroon or green beret. Other headgear in a Garrison environment is by exception only.

a. The beret headband (edge binding) is worn straight across the forehead 1 inch above the eyebrows with the top of the beret draped over to the right ear, extending to at least the top of the ear and no lower than the middle of the ear, and the stiffener portion over the left eye.

b. The ends of the adjusting ribbon are cut off and the ribbon knot secured inside the binding edge at the back of the beret. The beret is to be form fitting to the head—shaped to the head.

c. The Army flash is the only authorized flash to be worn on the black beret.

d. Only metal pin-on distinctive unit insignia for enlisted Soldiers or non-subdued insignia of grade for commissioned and warrant officers will be worn centered on the flash. Officers of the Chaplain's Corps may wear non-subdued branch insignia.

(2) The patrol cap is only authorized for wear during post clean-up, while working in the motor pool, O/C duty, during outdoor details, when it is raining, or while wearing LBE or facial camouflage. Operations Group Soldiers will wear the patrol cap from D-4 through E+2 unless STX validation occurs before D-4.

(3) Military headgear (beret, patrol cap, or ballistic helmet) will be worn in all tactical military vehicles unless it interferes with the safe operation of the vehicle. All occupants of tactical military vehicles will wear the ballistic or CVC helmet with chinstrap fastened. Headgear is not required when in privately owned vehicles (POVs).

(4) Military headgear will be removed when indoors except when under arms (under arms is performing duties as an MP, pay guard, or prisoner escort) or while participating in official ceremonies conducted indoors.

(5) Name tapes will be affixed to the patrol cap along with cat-eyes for OPS GP personnel associated with rotational unit support or attached units.

(6) Patrol caps will not be rolled.

#### **f. Wear of Civilian Jewelry.**

(1) A wristwatch, a wrist identification bracelet, and not more than two rings may be worn when in uniform. Jewelry must be conservative and in good taste. An engagement/wedding ring set is considered one ring.

(2) A conservative tie tack or tie clasp may be worn with the black four-in-hand necktie.

(3) Soldiers will not attach, affix, or display objects, articles, jewelry or ornamentation to or through the skin, while in uniform or when wearing civilian clothing on duty, or in civilian clothes off duty on any military installation or other places under military control. Exceptions are earrings for females as outlined in AR 670-1, and hearing aids. Male Soldiers are not



## **Wear of Civilian Jewelry Continued.**

authorized to wear earrings or any other objects in or on the body while in uniform, when wearing civilian clothing on duty, while on the military post or area under military control.

(4) Fad devices, to include vogue medallions, personal talismans, or amulets (as well as body-piercing jewelry, i.e., navel, tongue, or nose piercing whether worn seen or unseen) will not be worn when in uniform, on duty in civilian attire, or on a military installation while in civilian attire.

g. **Tattoos.** Soldiers violating any of these rules may have the tattoos removed through medical channels.

(1) Visible tattoos or brands on the neck, face, or head are prohibited.

(2) Tattoos on other areas of the body that are prejudicial to good order and discipline are prohibited.

(3) Any type of tattoo or brand that is visible while wearing a class A uniform and detracts from soldierly appearance is prohibited.

4. **Uniform Composition.** The commander concerned will prescribe composition of the uniform. Uniformity will be maintained within company-sized units for all Soldiers performing like duty.

5. **Footwear.** Combat or tanker boots will be of the issue type or of similar commercial design. Boots will be maintained in good shape and be highly shined. Modifications of boots i.e. zippers, thick soles, or metal tabs are prohibited. Jungle boots are authorized for optional wear year round. Hi-tech boots are not authorized for wear.

6. **Camouflage Cold Weather (Gortex) Parkas.** The only items authorized for wear on the GORTEX parkas are subdued rank, a combat leader identification (green) tab, and the white cold weather injury marking tape (same size as the combat leader identification tab). Wear of the nametape is mandatory. Nametape will be affixed to the left sleeve pocket, ¼ inch up from the bottom of the flap, and centered left to right on the pocket flap. Black leather, black Gortex, or cold weather mittens are the only gloves worn when the field jacket or other authorized cold weather outer garments are worn, based on weather and uniformity within units or mission requirements.

7. **Gloves:** The black glove or the equivalent is the only glove authorized for outerwear. It may be worn with the BDU and/or Gortex parka or issued rain jacket. Glove shells, with or without inserts, are authorized for outerwear. The only exception will be the white working gloves used while on detail or the Cold Weather Mittens. NOMEX gloves will only be worn in a field environment. The Gortex parka and/or field jacket may be worn with or without black gloves.

## **8. Combat Vehicle Crewman (CVC) Uniform:**

- a. CVC uniforms will be worn during combat, field training exercises, or when otherwise operating tracked combat vehicles. The CVC uniforms will not be worn in on-post or off-post facilities.
- b. The CVC uniform consists of NOMEX coveralls, cold weather NOMEX jacket, and summer or cold weather NOMEX gloves. Black leather combat or tanker boots are the only authorized footwear when wearing this uniform. Ballistic undergarment body armor and balaclava will be worn during live-fire training.
- c. Patches will be sewn on IAW AR 670-1.

## **9. Military Coverall.**

- a. Soldiers performing duties in designated maintenance work areas may wear military coveralls. Soldiers will not wear coveralls outside of maintenance work areas i.e., going to lunch.
- b. Coveralls will not be worn in lieu of proper field uniform, but may be worn in training areas while performing maintenance on equipment.
- c. Unit patches, rank, and nameplates will be worn IAW AR 670-1 (no other patches are authorized).

## **10. Flight Uniforms.**

- a. The organizational flight uniform is worn on duty when flying or on standby awaiting flight.
- b. The flight uniform consists of the organizational flight coverall, flight jacket, and flight gloves. Black leather boots are the only authorized footwear with this uniform. Flight uniform sleeves will be worn down. Pushing up the sleeves is not authorized at any time.
- c. Unit patches and nameplates will be worn IAW AR 670-1 (no other patches are authorized).

## **11. Uniforms Associated with Flight Operations.**

- a. Aircrew Battle Dress Uniform (ABDU). The ABDU will not be worn as a substitute for the BDU. The ABDU is for flight crews and personnel in other selected military occupational specialties, as prescribed in CTA 50-900. The uniform may be worn on duty for flight operations or in anticipation of conducting flight operations. On days when there are no flight operations scheduled and there are no flight operations anticipated, Soldiers will wear the BDU. During flight operations, Soldiers will keep the sleeves down and will not blouse their boots. Soldiers will not wear the jungle boot with this uniform.

- c. The flight uniform is not a substitute for the BDU. The flight uniform is worn on duty when flying or when on standby awaiting flight operations. Since this uniform is for flying, the



sleeves will be worn down. The only exception to having the sleeves down is when Soldiers are awaiting flight operations and the temperature is extremely hot. Only in this case may the Soldiers wearing the flight uniform roll up their sleeves. At no time will Soldiers ever push the sleeves up their arms. Soldiers will not wear this uniform in commercial establishments, but may wear the uniform when commuting to and from their place of duty.

## 12. Improved Physical Fitness Uniform (IPFU).

a. The IPFU is the Army PT uniform. The IPFU will not be mixed with civilian clothes. Soldiers may wear the IPFU while off duty. Soldiers will not wear the IPFU in the PX, Burger King, Shoppette, commissary, or any other public establishment. Soldiers are authorized to stop for gas enroute to work or home. The only insignia authorized for wear on the IPFU is the Physical Fitness Badge. When the Physical Fitness Badge is worn, it is sewn on the upper left front side of the IPFU T-shirt and jacket. The IPFU will only be worn off post when traveling to and from work or when conducting unit PT or engaged in off-post fitness activities.

b. Commanders may authorize the wear of commercially purchased, solid in color, gray or black spandex shorts (or the equivalent) to be worn under the black shorts. The length of the spandex shorts or equivalent must end above the knee or higher. Any logos cannot be visible.

c. The summer IPFU will consist of IPFU Army gray or unit T-shirt (tucked into shorts), yellow reflective belt, Army black shorts, white socks (no logos), and running shoes.

d. Based on the weather, the IPFU will consist of the Army IPFU sweat suit (black running pants and gray jacket), black shorts, IPFU Army gray or unit T-shirt. The shirttail will remain tucked in at all times. (pregnant soldiers are authorized to wear T-shirt untucked.) Crew cut white socks or ankle socks with no markings or logos will be worn with running shoes. **Ankle socks (must cover the ankle) may be worn for individual PT only or when the entire formation is uniformity.** The navy blue/black wool issued knit cap is authorized for wear. Army authorized black leather gloves with green/brown inserts may be worn. The knit cap will be worn snug on top of the head with 2-3 inches of the cap folded outward and either covering the ears or not, as long as uniformity is maintained during PT formations. While indoors the Army knit cap is not authorized for wear. Glove inserts may be worn without the black leather gloves at the discretion of the unit commander, provided there is uniformity in the formation.

e. For motivational purposes, unit T-shirts or sweatshirts that are voluntarily purchased are authorized for wear when conducting physical fitness training at battalion and separate company level or higher.

f. No scarves, rags or headbands will be worn on the head while conducting physical fitness training.

g. Reflective belt must be worn with the IPFU when conducting physical training.

h. The only authorized place to wear earphones during PT is at fitness centers.



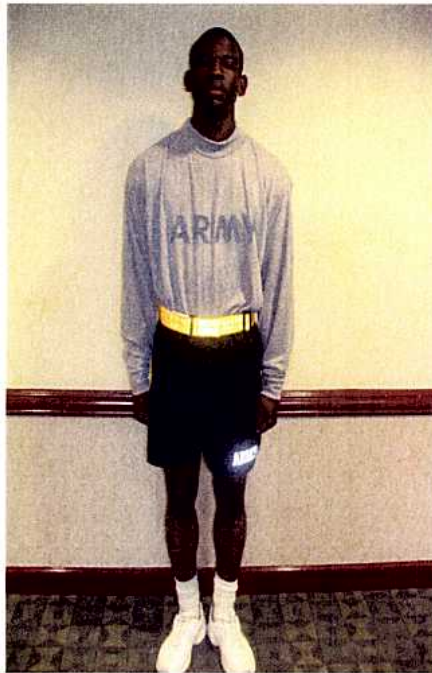
## IPFU LEVELS

LEVEL I	Shorts, T-shirt (L/S sleeve), socks, running shoes, and reflective belt
LEVEL II	Jacket, shorts, T-shirt, socks, running shoes, and reflective belt
LEVEL III	Jacket, shorts, T-shirt, knit cap, gloves, socks running shoes, and reflective belt
LEVEL IV	Jacket, pants, shorts, T-shirt, socks, running shoes, and reflective belt
LEVEL V	Jacket, pants, shorts, T-shirt, knit cap, gloves, socks, running shoes, and reflective belt

**I**



**I**



**II**



**III**



**IV**



**V**





### 13. Health and Physical Fitness:

a. All Soldiers are expected to maintain themselves in sound physical condition regardless of age. All Soldiers should strive to achieve maximum points on the APFT. The post goal is 250 points on the APFT. **This is a goal and cannot be used as a discriminator for promotions and schools.**

b. The physical fitness program for pregnant Soldiers is designed to maintain a level of fitness without causing injury to the Soldier or the fetus. Upon confirmation of pregnancy, Soldiers will obtain a "positive pregnancy" profile from the obstetrics clinic. **Pregnant Soldiers will be enrolled in the S.T.A.R.S. PT program.** First sergeants will track and monitor this program.

c. Physical readiness is critical to the successful accomplishment of the JRTC and Fort Polk mission. It is as important as proficiency in military skills, tactical and technical training, and material readiness. Every Soldier must be fit to fight. Consequently, every Soldier will conduct physical training a minimum of five times per week. The JRTC and Fort Polk standard is to run 5 miles in 40 minutes. Physical Fitness hours are from 0630 to 0730 Monday-Friday. These hours may be extended beyond 0730 but should not begin prior to 0630 without the approval of Battalion Commander or higher. No organized sports are authorized during these hours.

d. Weight Control Program. The JRTC & Fort Polk runs an active weight control program (Army Regulation 600-9). Soldiers are weighed in summer PT uniform (without shoes) while in processing and they are evaluated by their commander each time they take the APFT or at least once every 6 months. Soldiers who exceed their maximum screening weight or appear overweight will have their body fat calculated. Soldiers who exceed their maximum percentage of body fat allowance are placed on the program. The weight control program consists of the following elements:

- (1) Participation in the program for a minimum of 30 days.
- (2) Suspension of favorable personnel actions (FLAG).
- (3) Dietician counseling.
- (4) Health education session.
- (5) Participation in an aerobic activity a minimum of three times per week.

(6) Any soldier failing to make satisfactory progress after 6 months of enrollment will be processed for separation or given a bar to reenlistment IAW AR 600-9, AR 635-200, and AR 601-280.

e. Use road guard vests when conducting physical fitness training in formations platoon size or above. During times of limited visibility, road guards are to use flashlights when running. Reflective belts will be worn around the waist when in the summer IPFU. When in the winter IPFU or wearing the jacket, the reflective belt will be worn over the right shoulder and under the left shoulder hanging down on the left side not exceeding the left waist.

f. Bicycling:

(1) Soldiers bicycling at any time will ride with the flow of traffic and IAW AR 190-5, Motor Vehicle Traffic Supervision, and normal traffic patterns and rules.

(2) As a reminder, riders must wear reflective garments and helmet. Bicycles operated at night must have a front light and a rear reflector or red light.

g. Roadblocks:

(1) Below is the list of unit responsibilities for manned and unmanned barriers.

4/10 <sup>th</sup> Mountain Division	Manned:	Alabama & 4 <sup>th</sup> Street
	Unmanned:	Georgia & 11 <sup>th</sup> Street Georgia & 4 <sup>th</sup> Street Alabama & 9 <sup>th</sup> Street Alabama & 10 <sup>th</sup> Street
Operations Group (Ops Gp)	Unmanned:	Alabama & 12 <sup>th</sup> Street Alabama & 15 <sup>th</sup> Street
Warrior Brigade (WB)	Manned:	Alabama & Bellrichard Georgia & Bellrichard
	Unmanned:	Alabama & 14 <sup>th</sup> Street Alabama & 16 <sup>th</sup> Street
519 <sup>th</sup> Military Police (MP) Battalion	Manned:	Alabama & Louisiana Georgia & Louisiana
	Unmanned:	Alabama & 22 <sup>nd</sup> Street Alabama & 23 <sup>rd</sup> Street Alabama & LA Hwy 10

(2) Road blocks will be operational 0630 – 0730, Monday- Friday, to include training holidays when PLDC is in session. The guard will stand to the rear of the barrier at the manned roadblocks. Guard will not sit in a vehicle while on duty. All barriers will be removed promptly at 0730.

(3) Units are responsible for setting up and removing unmanned barriers for all parking lot entrances/exits within their sector not mentioned in the above list.

(4) Maintenance of barriers is a unit responsibility.

h. During PT hours, units and individuals will not run or road march along the following:



(1) Louisiana Highway 467 (off limits at all times).

(2) Louisiana Highway 10 (off limits at all times).

(3) Louisiana Avenue.

(4) K Avenue, North Fort.

(5) Housing Areas

i. Individuals may run on the golf course track (individual running only), but not the golf cart path. There will be no unit formations at the golf course for release runs.

j. Vehicle traffic will slow to 10 mph when passing troop formations or individual runners.

k. Runners (individually or in formation) will run or road march on the far right of the road without crossing over the center line dividing the road allowing on-coming formations or individual runners to pass. The exception for crossing the center line is when the unit formation is passing another formation. Unit formations will use a three-Soldier front.

l. Units will provide road guards with reflective belts and flashlights (during limited visibility) posted a minimum of 20 meters in front of and behind the formation. Company and platoon sized formations will have a minimum of two road guards in the front and rear of the formation. Squads will have a minimum of one road guard in the front and rear of the formation. Road guards are not required while running within closed sections of Alabama and Georgia Avenues.

m. These measures iterate policies, which have been in effect, articulate a standard PT period, provide for flexibility, and support the Army Physical Fitness Program.

n. Smoking, use of smokeless tobacco, and any other use of tobacco products is prohibited in all post facilities, except in designated areas and troop billets. Smoking and other use of tobacco products is prohibited in all military vehicles and military aircraft. Commanders will ensure smoking preferences are considered when assigning rooms in troop billets.

#### **14. JRTC Field Uniform:**

a. BDU with brown T-shirt.

b. Black leather combat, tanker, or hot weather boots.

c. Ballistic helmet (O/Cs will comply with post policy concerning wear of helmet in the box) with chinstrap properly fastened and worn on the chin at all times. The helmet consists of the following:

(1) Camouflage cover with subdued pin on rank (PVI – SPC) or sewn on rank (CPL and above). No writing or drawing is authorized on the cover.

(2) Helmet band with last name only in black ¼ inch block letters centered on the helmet band (writing blood types, allergies, etc., on the headband is not authorized).

d. Load Bearing Equipment (LBE) will consist of the following:

(1) Pistol belt.

(2) LBE suspenders.

(3) Two canteens (one with cup) with covers worn on left and right hips.

(4) Two ammo pouches with six 30-round magazines for Soldiers issued the M-16. One M16 ammo pouch worn on the right side and one 9mm ammo pouch with magazine worn on the left side for Soldiers issued a 9mm. Modifications for M249 and M240B gunners will be handled at the battalion level.

(5) First aid pouch with first aid packet will be worn on the pistol belt to the left of the fastener.

(6) Load Bearing Vest (LBV) wearers will comply with items 1, 3, and 5 above as the LBV will replace the LBE and ammo pouches. The 9mm ammo pouch with magazine will be worn on the left side for Soldiers issued an M9 pistol.

e. The pile cap, black knit cap, or balaclava (CIF issue green or black) are the only authorized cold weather items for wear under the ballistic helmet. When the ballistic is removed, remove all other items worn on the head with it.

f. Other items worn with the field uniform will be METT-TC driven to include the patrol cap and earplugs.

g. The LBE will be fitted to rest at waist level. Belt will be buckled and belt extenders are authorized for wear with the flak vest and gortex parka.

h. Sensitive items will be secured to the individual using a weapon lanyard or 550 cord.

#### **15. Eyeglasses/Sunglasses:**

a. Conservative civilian prescription eyeglasses are authorized for wear with all military uniforms.

b. Conservative prescription and nonprescription sunglasses are authorized for wear, except in formation.

c. Eyeglasses or sunglasses that are faddish are not authorized for wear with the military uniform. This includes lenses or frames with initials or other adornments on them, or brightly colored frames. It also includes chrome-coated or reflective sunglasses.

**16. Hair and Grooming.** All Soldiers are expected to abide by Army hair and fingernail standards and grooming policies.



a. Hair. There are many hairstyles that are acceptable in the Army. So long as the Soldier's hair is kept in a neat and clean manner, the acceptability of the style will be judged solely by the criteria described below. Extreme or fad style haircuts/hairstyles are not authorized. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Lines or designs will not be cut into the hair or scalp. Styles of hair and texture differ among the different ethnic groups and these differences affect the length and bulk of hair as well as the style worn by each soldier. During physical training, hair will comply with AR 670-1 standards. Haircuts, without reference to style, will conform to the following standards:

(1) Male Soldiers:

(a) The hair on top of the head will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The hair will, at a minimum, present a tapered appearance. A tapered appearance is one where the outline of the Soldier's hair conforms to the shape of the base of the neck. When the hair is combed, it will not fall over the ears, eyebrows or touch the collar, except for the closely cut hair at the back of the neck. The block cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained. In all cases, the bulk or length of hair may not interfere with the normal wear of headgear, protective masks, or equipment.

(b) Males are not authorized to wear braids, cornrows, dreadlocks (unkempt, twisted matted individual parts of hair) while in uniform or in civilian clothes on or off duty. Hair that is clipped closely or shaved to the scalp is authorized.

(c) Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven horizontal line. Sideburns will maintain a professional appearance at all times.

(d) The face will be clean-shaven (including prior to the first daily formation/physical training and over weekends and off-duty periods while on post). If a mustache is worn, it will be kept neatly trimmed, tapered and tidy, and will not present a chopped off appearance (Figure 16-1). No portion of the mustache will cover the upper lip line or extend sideways beyond a vertical line drawn upward from the corner of the mouth. Handlebar mustaches, goatees, unshaven hair under the lower lip, and beards are not authorized. If beard growth is prescribed by an appropriate medical authority, the length required for medical treatment will also be specified, i.e. "A neatly trimmed beard is authorized. The length will not exceed 1/4 inch". The soldier must carry a copy of the beard profile on his person at all times.



**Figure 16-1. Mustache**



(2) Female Soldiers.

(a) Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline), or designs cut into the hair are prohibited.

(b) Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with the standards in AR 670-1. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited in uniform or in civilian clothes.

(c) Hair will not fall over the eyebrows or extend below the bottom edge of the collar, to include braids, which will be neatly and inconspicuously fastened or pinned. Styles that are lopsided or distinctly unbalanced are prohibited.

(d) Ponytails, pigtails, or braids that are not secured to the head, widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must be of natural hair color and the style and length must conform to appearance standards. Additionally, any wigs, extensions, hairpieces, or weaves must comply with the grooming policies set forth in AR 670-1.

(e) Females will ensure all hairstyles do not interfere with the proper wear of military headgear and protective masks or equipment at any time. When headgear is worn, the hair will not extend below the bottom edge of the collar.

(f) A hairnet will not be worn unless required for safety or health reasons. If the commander requires a hairnet, it will be provided at no cost to the soldier.

(g) Hair holding ornaments, such as, but not limited to, barrettes, pins, clips, if used, must be unadorned, plain, transparent, or similar in color to the hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized.

b. Cosmetics. Female Soldiers are authorized to wear cosmetics that are applied conservatively (as determined by the commander) and in good taste. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and complements the uniform. Extreme shades of lipstick and nail polish such as, but are not limited to, purple, gold, blue, black, and white will not be worn.

c. Fingernails. All personnel will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty, detract from the military image, or present a safety hazard. Nails will not exceed  $\frac{1}{4}$  of an inch past the end of the fingers.

d. Hygiene and body grooming. Soldiers are expected to maintain good daily hygiene and wear their uniforms so as not to detract from the overall military appearance. Tattooing in areas of the body (*e.g.*, hands, knuckles, face, neck) that would cause the tattoo to be exposed while in Class A uniform detract from a soldierly appearance and are not authorized.

e. Tattoos, body marks, and other disfigurements do not reflect maturity and professionalism. They are highly discouraged. Tattoos that are obscene, promote criminal behavior, or extremist views are prohibited.



17. **Wear of Military Clothing with Civilian Attire:** Fort Polk Soldiers may wear the all weather coat, black pullover sweater, and windbreaker with civilian clothing after all military insignia has been removed.

18. **Wear of Civilian Clothing On Post and Off Post:**

a. General. As a representative of the United States of America and Fort Polk, a Soldier's outward appearance and choice of civilian attire are a most obvious and tangible display of personal attitudes and feelings about one's self, the military community, and the host state. Fort Polk Soldiers should strive to consciously portray self-respect and common courtesy by dressing in accordance with generally accepted rules of good taste.

b. Fort Polk Soldiers should wear civilian attire appropriate for the occasion.

(1) Clothing not designed as outer garments, i.e., undershirts, spandex, will not be worn in public except while engaged in sporting events or while working close to quarters or billets areas.

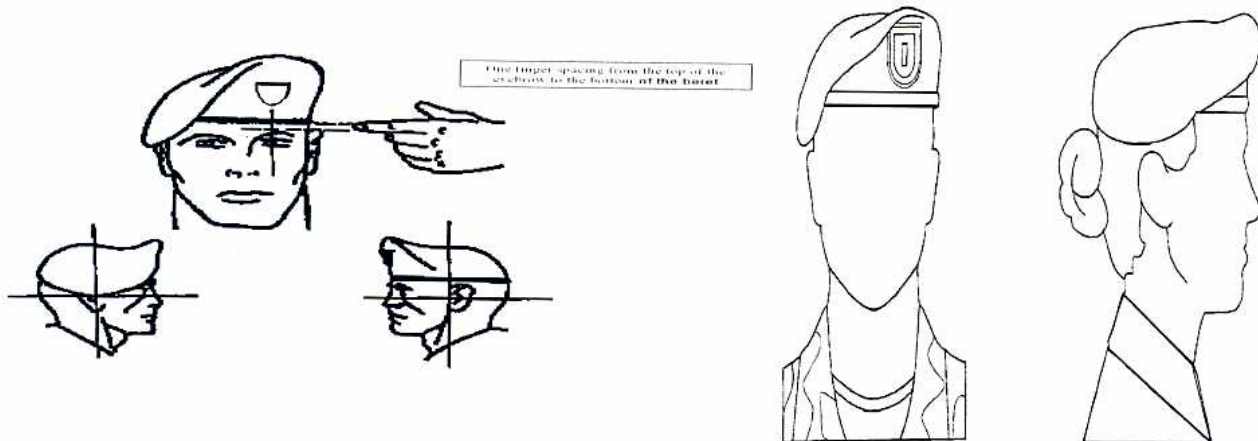
(2) Bare feet, exposed hair curlers, flip-flops (shower shoes), and revealing clothing is inappropriate for on-post and off-post facilities, i.e., commissary, restaurants, PX, and clubs.

(3) Soldiers will dress with pride and will not wear clothing with slogans or signs that are obscene, intentionally inflammatory, glamorize the use of drugs or alcohol, or are demeaning to any person or group of people.

c. Civilian employees and family members are identified with the US Army and, as such, their dress also reflects upon Fort Polk and the US Army. Accordingly, employees and civilians will adhere to these same standards.

## Proper Wear of the Beret

1. The beret will be worn with the leather headband straight across the forehead, one inch above the eyebrows with the insignia centered over the left eye.



## PART FOUR

### PERSONAL CONDUCT

1. General: Whether on or off duty or on or off post, Soldiers will conduct themselves in such a manner so as not to bring discredit upon themselves, Fort Polk, or the Army. Undesirable conduct includes, but is not limited to, drunk/reckless driving, drunk or disorderly conduct, offensive language or gestures, and failure to satisfy financial obligations.
2. Public Establishments: When visiting public establishments, Soldiers must be especially courteous and conduct themselves in a manner that does not bring discredit upon themselves or the Army.
  - a. Wear proper clothing. Every establishment will expect customers to wear acceptable clothes such as a shirt, trousers, socks, and shoes. Find out ahead of time what clothes are proper and dress accordingly.
  - b. Watch the noise level. Always respect the rights of others to have a quiet meal or drink. Entering an establishment yelling and screaming at friends will create resentment.
  - c. Limit group size. Many establishments are small, and their largest tables may only seat four to six people. Unless prior arrangements have been made, proprietors may resist pushing several tables together so a large group of friends can all sit together. Large groups also tend to be noisy and may disturb other customers.
  - d. Watch your language. The use of profanity and racial epithets are unacceptable anywhere. Profanity has become much more prevalent in what would be considered normal conversation in public. We are, often, no longer aware of the impression it conveys to our host community, as well as the offensive atmosphere it creates for fellow Soldiers. Soldiers should be aware of their surroundings and be tactful and courteous at all times.
  - e. Watch your drinking. Drinking excessively is an indicator of poor judgment. It may also lead to rowdy and unruly behavior.
3. Public Use of Alcohol:
  - a. Soldiers will not carry (on foot or in POVs) open bottles or cans of alcoholic beverages except in areas designated for consumption of alcoholic beverages, i.e., picnic grounds.
  - b. **SOLDIERS DO NOT DRINK AND DRIVE!** Know and use the designated driver rule. Groups of Soldiers will designate a driver who will not drink. Use public transportation such as taxis, contact your chain of command, or call the military police at 531-COPS (531-2677) for a ride home.
  - c. The drunken driving standard is a .08% BAC in the state of Louisiana.
  - d. Soldiers under the age of **21** cannot consume alcohol on or off post.
4. Radios, Stereos, and Cassette/CD Players:



a. Loud playing of radios, stereos, cassette/CD players, or similar devices in public places, on and off post, is a violation of Louisiana Revised Statute 14:103.1 and Command Policy Memorandum PMO-02, Change 1, Noise Abatement, which is attached and may be viewed at <http://www.jrtc-polk.army.mil/>.

b. Loud playing of radios, stereos, cassette/CD players, or similar devices in the housing areas, or billets, on or off post, is a violation of post policy as referenced above. Commanders have the authority to confiscate such devices on post when they are played in such a manner as to disturb others. Remember to be considerate of others and do not share your music. Also, when your music is too loud, it's a safety issue for Soldiers because they can't hear anything else. **If it can be heard beyond 10 feet, then it is too loud.**

5. Relationships between Soldiers of Different Ranks: Professional relationships between Soldiers are encouraged. Relationships between Soldiers of different ranks that involve or give the appearance of partiality or preferential treatment or result in improper personal gain are prohibited. The Joint Ethics Regulation governs financial transactions between superiors and subordinates.

6. EO/Sexual Harassment: All Soldiers have the right to be treated fairly without regard to their sex, race, religion, or ethnic background. This includes not being sexually harassed. A Soldier or civilian employee engages in sexual harassment when, through behavior of a sexual nature, they attempt to control, influence, or affect the career, pay, or job of a Soldier or civilian employee; or make deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed; or make abusive physical contact of a sexual nature. Some points to consider:

- a. Sexual harassment is punishable under the UCMJ.
- b. Anybody can do it; anyone can be a victim.
- c. It can happen anywhere, not just in the workplace.
- d. Don't keep asking a person for a date after you are told no.
- e. Don't use obscene or dirty language, gestures, or cadence calls.
- f. Treat people the way you want to be treated.
- g. If you think it's wrong, it probably is.

## 7. MILITARY COURTESY:

a. Courtesy is respect for and consideration of others. In the Army the various forms of courtesy have become customs and traditions. It is important to render these courtesies correctly.

b. The exchange of a salute is a visible sign of good discipline and mutual respect. Saluting is an outward sign of unit pride and esprit de corps. Salutes at JRTC and Fort Polk should be the sharpest in the United States Army. Each salute should be rendered with a greeting and response. The JRTC and Fort Polk greeting is, "Unit Motto, Sir or Ma'am!" The response from the officer will be, "Unit Motto" When approaching an NCO the appropriate greeting of the day will be rendered, "Good morning SGT!" The response from the sergeant will be "Unit Motto".

(1) Be alert, for general officers and other senior officers' vehicles, which are identified with plates depicting their rank attached to the front of the vehicle. Proper military courtesy requires that you render a salute to these officers as they pass.



(2) When a senior NCO such as a ISG, SGM, or CSM enters a facility, Soldiers will call "At Ease." When an officer enters a facility, Soldiers will call "Attention."

(3) Saluting distance is recognition distance. If an officer is coming your way, wait until you are about six paces apart and salute. If the officer is at a distance and turning away, then the proper saluting distance is recognition distance.

c. The following rules apply in most situations you are likely to face:

(1) Unit headquarters, orderly rooms, supply rooms, dayrooms, and squad rooms. The first person to see an officer who is higher in rank than the officer present in the room should call "Attention." The senior Soldier present in the area should then report to the visiting officer (example: SGT Jones, NCOIC of the motor pool, reports). In smaller rooms, containing one or two enlisted Soldiers, the Soldier(s) should rise and stand at the position of attention when an officer enters the room.

(2) Offices, shops, hangars, and medical treatment facilities. When an officer enters, personnel who are working do not come to attention unless the officer speaks to them.

(3) Dining facilities. The first person to see an officer senior in rank to those present in the dining facility or a CSM should call "At ease!" so that their presence is known and necessary action can be taken. The Soldiers should fall silent but continue to work or eat. The senior dining facility OIC or NCOIC should report to the officer.

(4) Hallways. The first person to see an officer who is senior in rank to the unit commander or officers on the floor should call "Attention!" When a senior noncommissioned officer enters a room/area, "At Ease!" will be called.

(5) During conversations. All Soldiers, officer or enlisted, will come to the position of attention facing a senior officer when spoken to in an official capacity. Normally the senior officer will direct "At ease" or "Carry on" if the situation merits. When an enlisted Soldier is speaking to a noncommissioned officer, the Soldier will stand at "Parade rest" unless otherwise directed by the NCO. A subordinate should stand when spoken to by someone senior in rank, unless the superior directs otherwise. When walking with a senior Soldier, the junior officer or enlisted Soldier will walk to the senior's left side.

(6) In formation. When an officer approaches Soldiers in a formation, the person in charge calls, "Attention!" and renders a salute for the entire group. When an officer senior in rank approaches a group of individuals not in formation, the first person to see the officer calls "Group, Attention!" and everyone in the group faces the officer and renders a salute with the appropriate greeting. However, Soldiers working as part of the detail or participating in some other group activity, such as athletics do not salute. The person in charge, if not actively engaged, salutes for the entire detail or group of Soldiers.

(7) Salutes will be exchanged during field training.

(8) Salutes will be exchanged outside the PX, post theater, and other congested areas to include under overhangs. All Soldiers, officer and enlisted, will render the necessary salute, unless the act would be impractical, i.e., arms full of packages, and render the verbal greeting.



(9) The U.S. flag as distinguished from "Colors," is not saluted except during the ceremonies of raising and lowering the flag and when it is passing in a parade. The U.S. flag trimmed on three sides with golden yellow fringe is a Color and is saluted as appropriate.

(10) Retired military personnel should be given the respect normally afforded their active duty rank.

d. The Retreat ceremony is another military tradition. It symbolizes the respect, we as citizens and Soldiers, give to our flag and our country. This meaningful tradition is celebrated in two distinct parts: the bugle call "Retreat" followed by the bugle call "To the Colors," or if a band is available, the National Anthem.

(1) When outside, in uniform, not in formation and you hear "Retreat," you should face towards the U.S. flag if visible. If the U.S. flag is not visible, face towards the music and assume the position of attention. During retreat ceremonies all vehicles in the area will stop. Military occupants will dismount their vehicle and render the proper courtesy. When required, the senior Soldier should bring the formation to attention and salute. If you are in civilian attire and hear To the Colors, the National Anthem, or Retreat, you are expected to remove all headgear and place your right hand over your heart.

(2) During an inside ceremony not in formation, military personnel will stand at attention but will not present arms. If in civilian clothes, you will remove your headgear and stand at attention.

e. Soldiers will stand at attention and sing the Army Song whenever it is played.

f. There will be no chewing, spitting, or use of tobacco products while talking to superiors.

## **PART FIVE**

### **MILITARY VEHICLE MAINTENANCE AND SAFETY**

Vehicle maintenance and safety are extremely important to any army. Without our vehicles, we could not accomplish our missions. Because of this, it is important to keep our vehicles in a high state of readiness. The rules listed below cover only the basics of vehicle maintenance, safety, and operation. It is the responsibility of everyone on Fort Polk to ensure that these rules and others are observed at all times.

1. All vehicles will have standard written load plans and have a uniform appearance throughout the company, troop, or battery.

2. There will be no trash, cigarette butts, or excess POL products in any vehicle.

3. All vehicle antennae will have antenna balls.

4. All vehicles will have legible bumper numbers and names of TC and driver in their respective windows, whenever possible. Units with M1114s will ensure that a placard of some sort is used that is standardized throughout the unit for this purpose.

5. Vehicles will be cleaned, serviced, and topped off in the motor pool after use.
6. Vehicles will not have flat tires, broken windows, or broken mirrors.
7. Soldiers will always maintain three points of contact when climbing into or onto tactical military vehicles. When in the field (box), Soldiers will wear the ballistic helmet when operating or riding in any tactical vehicle.
8. Smoking is prohibited in all military vehicles and planes.
9. All drivers will adhere to the 3 minute rule, i.e., if a vehicle is stopped for more than 3 minutes, the driver will clean the windshield, lights, and turn signals.
10. All track vehicle crewmen will practice roll over drills prior to any movement.
11. Seat belts will be worn in all wheeled vehicles.
12. All BII shortages will be annotated on the shortage annex with the valid document numbers.
13. Squad leaders and above will brief the parts requisitioning system to their supervisor.  
(Maintenance Terrain Walk)
14. Ballistic undergarment body armor will be worn with the CVC uniform, when operating tracked and/or wheeled vehicles.

## **Appendix 1**

### **STANDARD FIELD UNIFORM**

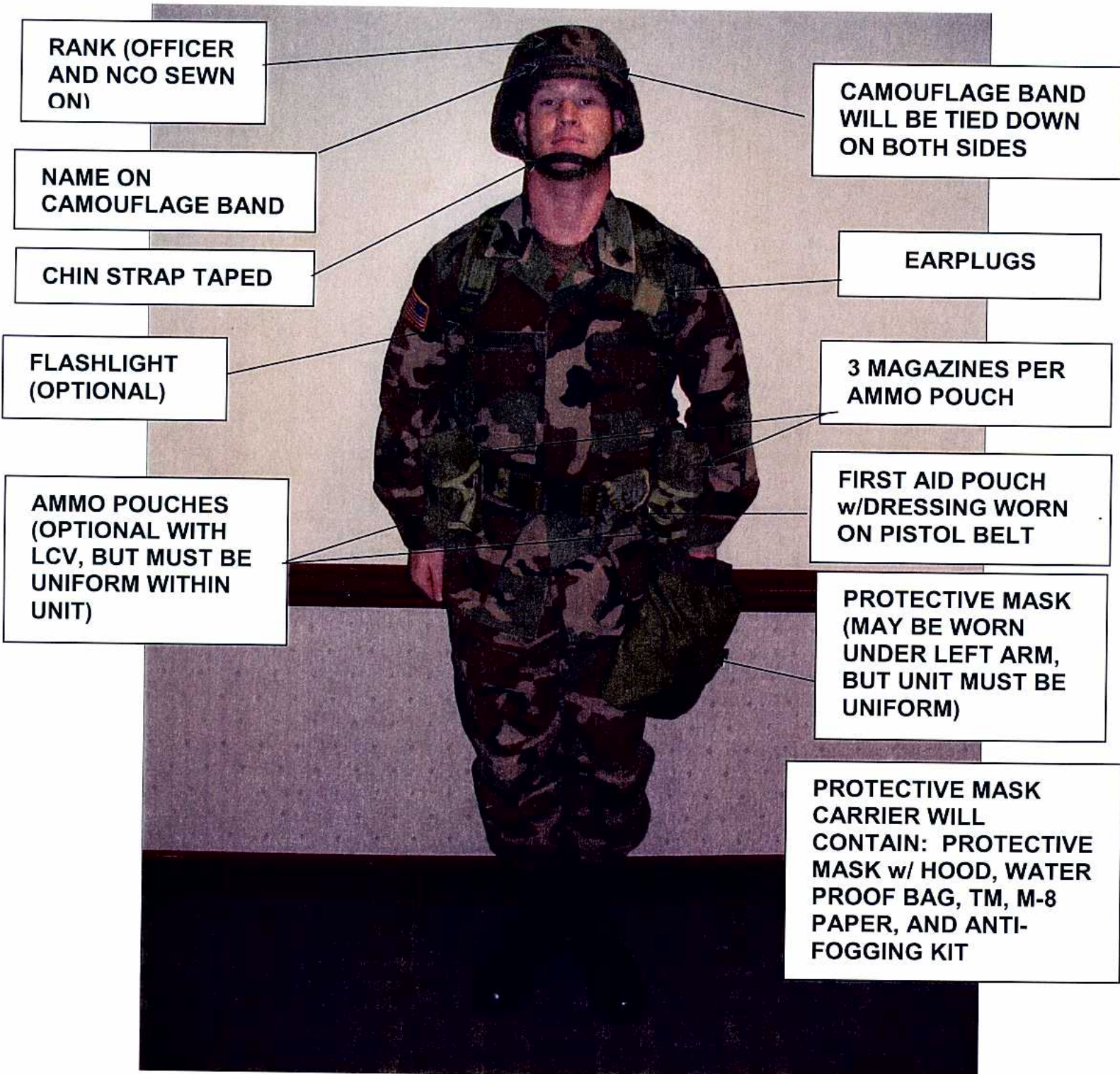
#### **Equipment worn:**

1. LCE (or LBV as per your unit SOP).
  - a. Individuals will carry a DA Form 1155, witness statement on individual, a DA Form 1156, casualty feeder report, and DD Form 1380, US field medical card in their first aid pouch.
  - b. Canteen cup is carried on the left hip with an 18 inch engineer tape strip under the canteen cup, and a speed loader under the right hip canteen.
2. Ballistic helmet with cover, camo band, and rank.
3. Body armor, if required.
4. Protective mask, as directed by METT-TC.
5. BDU, black belt and black buckle, brown T-shirt, green/black socks, black combat boots or ICWs.
6. I.D. tags two each with Army Values and S.T.O.P.P. tag.



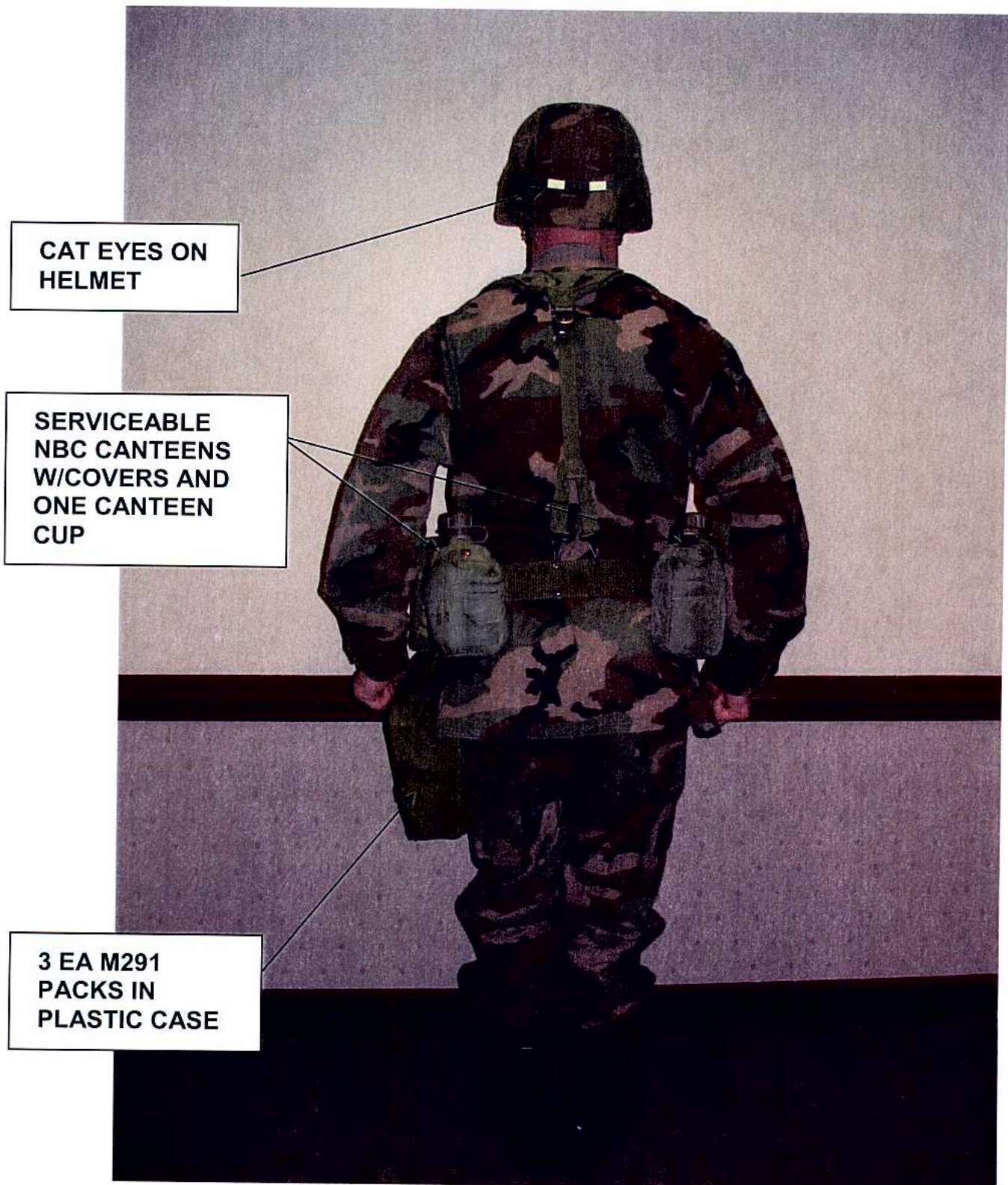
7. Pen or pencil and note taking material.

## FIELD SUMMER UNIFORM





## FIELD SUMMER UNIFORM





## Appendix 2

### Command Policy Letters



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-CG

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

1. Purpose. To identify the commanding general's CCIRs and provide guidance on the reporting process.
2. Fort Polk CCIRs fall into two levels of concern based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident to Fort Polk and its immediate populace. A Level 1 CCIR requires the immediate notification of the CG, regardless of the time of day or night, and a Level 2 CCIR requires the CG be notified NLT 0900 the following morning.
  - a. Level 1. The DC will be notified immediately during duty hours (531-1734/1706) or through the field officer of the day (FOD) during non-duty hours (531-1725/6/7) in the event any of the below incidents occur. This does not preclude MSC commanders from notifying the CG directly at their discretion; however, the DC must also be notified to ensure the installation staff is informed and tasked as appropriate.
    - (1) Death or serious, life-threatening injury to any Fort Polk Soldier or family member.
    - (2) Any deployed Fort Polk Soldier killed in action (KIA).
    - (3) Death or serious, life threatening injury to any Soldier training at Fort Polk in rotation or undergoing mobilization.
    - (4) Class A or B military aircraft accidents of Fort Polk or rotational unit aircraft.
    - (5) Damage to barracks or government housing that displaces Soldiers and/or family members.
    - (6) Increase in force protection level or intelligence of threats or incidents affecting the security of Fort Polk.
    - (7) Any incident that has the potential for immediate adverse publicity or negative consequences on the Fort Polk population and community.

AFZX-CG

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

b. Level 2. The DC will be notified of the below incidents and brief the CG NLT 0900 the following morning.

- (1) Serious injury, requiring hospitalization of any Fort Polk Soldier or family member.
- (2) Any deployed Fort Polk Soldier wounded in action (WIA).
- (3) Arrival of any WIA Soldier to BJACH and/or Fort Polk.
- (4) Serious injury, requiring hospitalization of any Soldier at Fort Polk in rotation or undergoing mobilization.
- (5) Suicide attempt by a Fort Polk Soldier or family member.
- (6) Serious accidents, damage, or crimes that will adversely affect Fort Polk or its community.
- (7) Loss of any sensitive or high dollar value items.
- (8) Attacks on the Fort Polk information network.
- (9) Suspicious activity or other indicators of a possible threat or incident affecting the security of Fort Polk.
- (10) Incident involving weapons or ammunition.
- (11) Reportable fuel, oil, or chemical spills.
- (12) Incidents involving officers or senior noncommissioned officers.
- (13) Military vehicle accidents resulting in high dollar property or vehicle damage.
- (14) Range fires that threaten government property or the surrounding civilian populace, facilities, or property.



AFZX-CG

SUBJECT: Command Policy Memorandum CG-01 – Commander's Critical Information Requirements (CCIRs)

3. In the event other serious incidents occur that are not addressed in this memo, contact the DC for guidance during duty hours or the FOD after duty hours. If unable to contact the DC for Level 1 CCIRs, contact the CG directly.



MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6601 WARRIOR TRAIL  
FORT POLK, LOUISIANA 71459-5339

AFZX-DC

NOV 18 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DC-01 – Predictability and Stability in Taskings and Scheduling

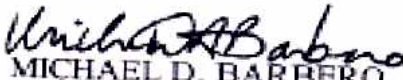
1. For major subordinate commands (MSCs), late taskings, late calendar events, and short-notice changes in training area allocations are all significant operational distracters.
2. Effective immediately, for all organizations on JRTC and Fort Polk, the following timelines will be followed in order to facilitate stability and predictability in JRTC and Fort Polk operations:
  - a. Taskings: Within the 180-day to 120-day time window, units and installation agencies will develop taskings and event plans. In this window, agencies will deconflict the event with the master installation calendar, identify requirements, achieve concept approval, and execute any other preliminary coordination prior to finalization of the order. The standard is that all taskings will be published by the G3 NLT 120 days from execution. Taskings inside the 120-day window are considered late. The approval authority for taskings inside the 120-day to 30-day time window is the deputy commander/chief of staff (DC/CofS). Late taskings within the 30-day window require approval by me.
  - b. Calendar Events: The timeline for calendar event submission mirrors the timeline for taskings. Calendar events will be synchronized during the monthly installation calendar scrub, held on the last Wednesday of each month and chaired by the DC/CofS. Calendar events will be submitted within the 180-day to 120-day window to the G3. Calendar events submitted inside of the 120-day window require command approval. Inside the 120-day to 30-day window, the approval authority is the DC/CofS. Within the 30-day window, events must be approved by me.
  - c. Training Resources: Ranges and training areas are allocated during the monthly JRTC and Fort Polk Resource Allocation Conference (RAC). Results of each RAC will be briefed to me by the G3. Any change to this training area or range allocation within 90-days of execution requires approval by me.



AFZX-DC

SUBJECT: Command Policy Memorandum DC-01 – Predictability and Stability in Taskings and Scheduling

3. Point of contact for this policy letter is the SGS, CPT Raymund C. Nacino, CM 531-1700.

  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-CSM

15 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-01 - Single Enlisted Soldiers' Living Standards in the Barracks, Change 1

1. Purpose: To establish policy and guidance for single enlisted Soldiers and the chain of command to ensure proper single enlisted Soldiers' living standards and conditions are maintained in the barracks throughout Fort Polk.
2. General: Single enlisted Soldiers' living standards and conditions in the barracks are the responsibility of each units' chain of command.
  - a. The Soldier has individual responsibilities in this area, and each Soldier should be held accountable within the policies and guidelines established for the barracks. Soldiers deserve to be treated with dignity and respect and be provided a clean, wholesome, healthy, and safe environment that fosters our Army values. A proper environment should provide privacy and comfort, as well as predictable living standards.
  - b. Each unit commander is responsible to maintain proper living conditions. In order to meet this responsibility, units' chains of command will be directly involved.
  - c. This policy reinforces the importance of noncommissioned officers' (NCO) leadership in the daily care of subordinates, as well as all leaders' responsibility to ensure standards are maintained and preserve the right of each Soldier to have a clean, healthy living environment with a degree of privacy each day.
3. Policy:
  - a. Command Presence:
    - (1) Inspections: Commanders are responsible for single enlisted Soldiers' living conditions. As such, they retain full authority and responsibility to conduct health and welfare and other billet inspections and to enter and/or authorize others to enter rooms under appropriate circumstances, such as proper searches based on probable cause. Enforcing stated standards, caring for Soldiers, and identifying shortfalls in maintenance, safety, or living standards are among the most important responsibilities of commanders and the NCOs. Therefore, **leaders will conduct daily checks of Soldiers' rooms**. The purpose of these checks will be to enforce



AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-01 - Single Enlisted Soldiers' Living Standards in the Barracks, Change 1

standards and identify maintenance issues. **I expect unit leaders to check their barracks each weekend. Leader presence in barracks is required.**

(2) Staff Duty NCO (SDNCO): SDNCOs will be in the grade of staff sergeant or above and will be knowledgeable of all facets of their assigned duties. They will be identified with armbands to clearly designate them as symbols of the commander's authority. Promotable sergeants may serve as SDNCO only if a staff duty officer (SDO) is on duty full time. Sergeants may be authorized to serve as SDNCO only when a battalion is deployed/in the field in full. Unit command sergeants major or their designated representatives will brief SDNCOs prior to their assumption of duties.

(3) Charge of Quarters (CQ): CQs must be in the grade of corporal or above and will be knowledgeable in all facets of their assigned duties. They will be identified with armbands to clearly designate them as symbols of the commander's authority. Charge of quarters is not mandatory, but encouraged. Commanders are responsible for living condition standards and will establish a means by which billets are checked during after-duty hours, regardless of whether CQs are used. First sergeants or their designated representative will brief CQs prior to their assumption of duties. Duty rosters for CQs and runners should be published at least 2 weeks in advance.

b. Alcohol: Soldiers 21 years of age or older may possess, consume, and purchase alcohol in accordance with state law and installation policy. Soldiers under 21 years of age may not possess or consume alcohol in the barracks. Only I may establish a restriction on the types and amounts of alcohol Soldiers may possess in the billets, provided they are of legal age to consume and/or possess alcoholic beverages. Commanders may also restrict individual Soldiers from possessing alcohol in the billets based on alcohol- or drug-related incidents involving those Soldiers.

c. Pets: Soldiers living in the barracks are not authorized to maintain live pets. This includes unit mascots.

d. Privately Owned Weapons: Privately owned weapons of Soldiers who reside in the barracks must be stored in the units' arms room. All privately owned weapons must be registered through the installation provost marshal office.

e. Visitation. All Soldiers must be afforded private time during each day when no visitors are present. **Visitation hours are 1700-2400, Monday thru Friday, and from 1200-2400 on weekends and holidays.** All visitors must leave the barracks by 2400. Soldiers may have visitors of either gender. Any non-military visitor below the age of 18 who is not a member of the Soldiers' immediate family (brother or sister) must be accompanied by a parent or legal

AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-01 - Single Enlisted Soldiers' Living Standards in the Barracks, Change 1

guardian. When more than one Soldier resides in the room, rights of privacy take priority over visitation. Roommates must jointly agree to visitations prior to any visit, and rights of privacy are to be protected by all during visits. Cohabitation is strictly prohibited; there will be no overnight visits in barracks' rooms. Commanders may request more restrictive visitation policies from the installation commander. Additionally, commanders may limit individual visitation rights as a condition on liberty. Such limitation on an individual should not be used as a punishment.

f. Room Standard: Soldiers will be allowed flexibility to arrange and decorate their rooms consistent with cleanliness to include personal hygiene, safety, property accountability, and consideration and respect for others in the barracks. Commanders are reminded of their authority and responsibilities IAW AR 600-20, paragraph 4-12, to prohibit the display in billets of flags, symbols, posters, or other materials relating to extremist groups or activities, as well as any clearly offensive materials, in order to ensure good order and discipline. Soldiers will not be required to maintain rooms in a standard configuration in accordance with standing operating procedures. A government-issue refrigerator (1 per Soldier) and microwave (1 per room) are provided. Telephone and cable television are available; installation and monthly fees are the Soldiers' responsibilities. Civilian blankets, bedcovers, carpets, drapes, furniture, and other personal features in good taste are authorized. Soldiers may purchase, at their own expense, serviceable furniture to be used in lieu of government furniture, within reasonable restrictions necessary to ensure safety.

g. Assignments: The standard is no more than two Soldiers per room for specialists and below. Priority for billet space will go to the single Soldier. **Noncommissioned officers will have private rooms when space is available.** Single Soldiers, staff sergeant and below, are not entitled to basic allowance for quarters (BAQ), but may live off post at the company-level commanders' discretion. They are not required to maintain a place in the barracks. Soldiers are assigned rooms based on smoking preferences. If a smoker and a non-smoker must room together, the room is designated non-smoking. Commanders may house geographical bachelors on a case-by-case basis, as long as there is no degradation of quality of life for bona fide bachelors.

h. Barracks' Standards:

(1) Serviceability: Light fixtures, heating and air conditioning, toilets, windows, and plumbing should function properly. Government-owned equipment, furniture, and appliances will be in good, usable condition. Telephones in public booths should be serviceable, and the booth itself should accommodate individual privacy and shelter needs.



AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-01 - Single Enlisted Soldiers' Living Standards in the Barracks, Change 1

(2) Cleanliness and Sanitation: Inside and outside areas will be routinely policed, and responsibility will be assigned for maintenance of common areas.

(3) Common Areas: The DPW assigns footprints to maintain at least battalion-level unit integrity in coordination with major subordinate command (MSC) and battalion-level command sergeants major. Units will establish programs to enhance the entire community environment of single Soldiers' quarters to promote the sense of civic responsibility and community spirit. Common areas will be painted in earth tones or neutral colors IAW the Installation Design Guide. Landscaping around the unit area is a unit responsibility.

(4) Security: External and internal doors and locks must be serviceable. Measures will be taken to preclude credit cards or other field expedient devices from being used to gain unauthorized entry to individual rooms. Parking lots and walkways will be well lit. Fire extinguishers will be serviceable and routinely inspected.

i. Off-post Billeting for Junior Enlisted Soldiers: Overcrowding in the barracks affects Soldier morale, discipline, and quality of life. Commanders should assess the situation in their units and submit exceptions to policy for Soldiers, specialist and below, to reside off post. We must approach this smartly. I expect leaders to take ownership of house-hunting challenges, garner the resources of the housing referral office, and do everything possible to secure a clean, safe, off-post living environment for our Soldiers.

j. Education and Training: All unit commanders will ensure that Soldiers and subordinate leaders understand the intent and spirit of this policy. Commanders must be responsible for the well being of their Soldiers and must take an active role in knowing how they live, both on and off post. **This policy reemphasizes the role of commanders and the chain of command** in supporting the mature, responsible, and accountable majority of our Soldiers, while recognizing the individual Soldiers' responsibilities to each other.

4. Single Soldier Quarters Action Council (SSQAC): The JRTC and Fort Polk command sergeant major will chair a SSQAC that will be responsible for developing a yearly Single Soldier Quarters Action Plan. The SSQAC will meet quarterly to evaluate outstanding barracks' work orders and furniture requirements, allocate resources, and establish priorities. The SSQAC will be comprised of the JRTC and Fort Polk CSM, DPW SGM, installation safety manager, installation budget officer, and the garrison CSM. Major subordinate units' CSMs or their designated representatives are encouraged to participate. The Single Soldier Action Plan and minutes of quarterly SSQAC meetings will be provided to the commanding general for review and approval. Commanders will ensure that unit work orders and furniture requirements are valid and routinely updated; as these will form the basis of the council's decisions.

AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-01 - Single Enlisted Soldiers' Living Standards in the Barracks, Change I

5. This policy is effective immediately and applies to all personnel assigned, attached, or on temporary duty (TDY) at Fort Polk. This policy will not be restated below installation level. All subordinate commands, units, and detachments are prohibited from further supplementation through internal unit policies or SOPs that govern matters addressed in this memorandum without my permission.
6. The provisions of this policy are punitive in nature. Individuals who violate these provisions may be punished under Article 92 of the Uniform Code of Military Justice and may be subject to adverse administrative action.
7. This policy will remain in effect until superseded or rescinded.



MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

DISTRIBUTION:  
A+





**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK**  
**6661 WARRIOR TRAIL, BUILDING 350**  
**FORT POLK, LOUISIANA 71459-5339**

REPLY TO  
ATTENTION OF:

APR 13 2005

AFZX-CSM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-02 – Physical Training

1. Purpose: Maintaining physical fitness is a critical task to all of our Soldiers, whether assigned to deployable or TDA organizations. Unit physical training programs will challenge Soldiers and instill healthy practices. This memorandum established physical training (PT) policy issues for all Joint Readiness Training Center (JRTC) and Fort Polk units.

2. Physical Training Guidance:

a. Units will conduct physical training 5 days a week, between 0630 and 0730, starting each session with tasks, conditions, and standards. Units will run in company, platoon, squad/section, or ability group formations. All pregnant Soldiers will participate in the Soldiers Training Ability Readiness and Spirit (S.T.A.R.S.) program. All company commanders, first sergeants, and below will do physical training with their assigned/attached unit. Commanders and command sergeants major (BN/BDE and higher) are the only individuals authorized to do individual PT.

b. Road Marches: Units will road march once per week using progression in their program. Units will march on the shoulders of the road. Individual foot marchers will march facing the flow of traffic.

(1) For safety purposes, units conducting foot marches will use road guards. Based on the unit commander's decision, position road guards 20-50 meters forward and rearward of the marching formation. Uniforms will include reflective belts. During hours of limited visibility, a flashlight will be used. Soldier visibility to tracked and wheeled vehicle traffic is paramount.

(2) Normally, the foot march uniform will include BDUs (sleeves down), boots, LBE, assigned weapon, rucksack, Kevlar helmet, and protective mask. Unit METL will dictate additional equipment. However, conditioning foot marches can be conducted in IPFU with boots and rucksack at the commander's decision. While in formation, all Soldiers will be in the same uniform.

AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-02 – Physical Training

c. Battle Focused PT: Commanders will ensure that the emphasis remains on “Battle Focused PT” and the activities do not degenerate into non-military, recreational events. Units will not conduct recreational-type sports activities during the prescribed PT hours of 0630 – 0730.

d. Combatives: Commanders will implement combatives in their PT program, instilling the “Warrior Ethos.”

e. Soldiers Training Ability Readiness and Spirit (S.T.A.R.S.) program is conducted Monday, Wednesday, and Friday at Wheelock gym; Tuesday at the 50-meter pool; and Thursday at the Wellness Center, building 3504.

3. Special Fitness Training: Special fitness training programs target Soldiers who have failed the Army Physical Fitness Test (APFT), failed to meet fitness standards that are integral to a unit’s mission essential task list (METL), or are in the overweight program. The special fitness training program will:

a. Use master fitness trainers to develop unit fitness programs and assess individual weaknesses, such as cardiovascular endurance, muscular strength, and muscular endurance.

b. Concentrate on exercises for push-up and sit-up improvement and ability group runs. Create a variety in your fitness exercise to achieve push-up and sit-up goals.

c. Be developed by the master fitness trainers and approved by the unit/troop commander.

d. Be led by at least one unit NCO who has met the fitness standard.

e. Use intermediate goals and rewards as incentives to achieve the unit standard.

f. Be conducted in accordance with Field Manual (FM) 21-20 and Army Regulation (AR) 350-15.

4. Profiles: Soldiers with profiles will do physical training consistent within the limitations of their profiles. Unit CDRs/ISGs will identify leaders to conduct the profile PT; they will not do PT on their own.



AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-02 – Physical Training

5. Physical training cancelled due to inclement weather, etc, will be disseminated from the commanding general, JRTC and Fort Polk, through the FOD/SDNCO to the major subordinate commands (MSCs). Unit commanders have the authority to modify or cancel PT for their unit IAW the MSC commander's guidance.

6. This policy will remain in effect until superseded or rescinded.



MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

AFZX-CSM

MAR 11 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-03 -- Fort Polk Work Week for Military Personnel

1. Applicability. This policy applies to all Fort Polk Soldiers and leaders.
2. Policy. In order to add predictability to training calendars and more efficiently use time and resources, the Fort Polk work week will more effectively integrate two competing demands: training time and leisure time.
  - a. Units will conduct physical training five days a week to ensure our Soldiers and leaders achieve and maintain combat readiness.
  - b. The last day of the work week will be designated Sergeant's Time and will allow for NCOs to train their subordinates. When Friday is a training holiday, for example, Sergeant's Time Training will move to Thursday.
    - (1) Noncommissioned officers will conduct Sergeant's Time Training on the last duty day of the week from 0900 to 1500 on individual and collective tasks to achieve proficiency in the unit's Mission Essential Task List (METL). Leaders are encouraged to eat lunch with their squads, crews, or platoons in the field, in the dining facility, or with a "brown bag" at the training site.
    - (2) At 1500, units will regroup. At this time, leaders will conduct administrative meetings, issue safety briefings, and disseminate information. Buddy teams and small units will huddle and ensure all personnel have good situational awareness for the weekend and know what is expected the following week.
    - (3) At 1600, units will conduct retreat formations. Following these formations, every unit will release their Soldiers. There will be no last-minute meetings or calls to duty.
    - (4) Post agencies providing services to our Soldiers, such as finance, legal, and PSB, will remain open for business, with minimum staffing during Sergeant's Time Training. This will allow for both continued service to Soldiers and the opportunity for those agencies to conduct Sergeant's Time Training.

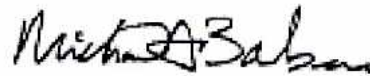


AFZX-CSM

SUBJECT: Command Policy Memorandum CSM-03 - Fort Polk Work Week for Military Personnel

(5) MEDDAC and DENTAC commanders have the authority to adjust participation in Sergeant's Time Training in order to ensure continued services.

3. Expiration. This Fort Polk command policy memorandum will remain in effect until superseded or rescinded.



MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:


AFZX-EOP

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-01 – Statement on Equal Opportunity (EO)

1. Reference Army Regulation (AR) 600-20, Army Command Policy, 13 May 2002.
2. The policy of the United States Army is to provide equal opportunity and fair treatment for military personnel, family members, and DA civilians without regard to race, color, gender, religion, or national origin and to provide an environment free of unlawful discrimination and offensive behavior. Unlawful discrimination will not be tolerated.
3. I charge every leader with the task of developing a climate, on or off post, which is free of discrimination and/or sexual harassment; where personnel are evaluated purely on merit, fitness, capability and potential; and which promotes harmony and positive attitudes supportive of Army objectives.
4. Every Soldier, family member, and DA civilian has the right to present a complaint to the command without fear of intimidation, acts or threats of reprisal, or harassment. Complaints may be filed with the chain of command, the office of equal opportunity program, the inspector general, the chaplain, the provost marshal office, medical agency personnel, the staff judge advocate, or the housing referral office.
5. This policy will remain in effect until superseded or rescinded.

  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-EOP

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-02 – Prevention of Sexual Harassment (POSH)

1. Reference Army Regulation (AR) 600-20, Army Command Policy, 13 May 2002.
2. It is the policy of the United States Army that sexual harassment is unacceptable conduct and will not be tolerated. I adopt this policy without reservation.
3. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or abusive environment, or which unreasonably interferes with the performance of a Soldier or civilian.
4. I expect leaders at every level, military and civilian, to be sensitive to issues and allegations of sexual harassment. Your response to incidents of sexual harassment must be swift, fair, and effective.
5. Soldiers and civilians who perceive they are being sexually harassed should make it clear that the conduct is unwelcome and offensive. Questions and complaints about sexual harassment may be directed to the chain of command or supervisor, the office of equal opportunity programs, the inspector general, the staff judge advocate, the chaplain, the provost marshal office, medical agency personnel, or the sexual harassment hotline.
6. Every Soldier, family member, and DA civilian has the right to present a complaint without fear of acts or threats of reprisal.
7. Prevention of sexual harassment training will be progressive, interactive small group training conducted twice each year.

AFZX-EOP

SUBJECT: Command Policy Memorandum G1-02 – Prevention of Sexual Harassment (POSH)

8. This policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read "Michael Barbero", with a stylized flourish at the end.

MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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REPLY TO  
ATTENTION OF:

AFZX-EOP

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-03 - Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. Reference Army Regulation (AR) 600-20, Army Command Policy, 13 May 2002.
2. The EO complaint processing system addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. Attempts should always be made to solve the problem at the lowest possible level within an organization.
3. Complaints of unlawful discrimination and/or sexual harassment should be addressed to the chain of command, the office of equal opportunity program, the inspector general, the staff judge advocate, the chaplain, the provost marshal office, the housing referral office, or medical agency personnel. It is the policy of the United States Army that all Soldiers, family members, and DA civilians have the right to the following:
  - a. Present a complaint to the command without fear of intimidation, reprisal, or harassment.
  - b. Communicate with the commander concerning their complaints.
  - c. Receive assistance when submitting a complaint.
  - d. Receive training on the Army's EO complaint and appeals process.
4. Individuals are responsible for advising the command of the specifics of sexual harassment and unlawful discrimination complaints and providing the command an opportunity to take appropriate action to rectify/resolve the issue.
5. I expect leaders at every level to be committed to providing an environment free of sexual harassment and unlawful discrimination and to handle complaints against such matters in a swift, fair, and effective manner.



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL  
FORT POLK, LOUISIANA 71459-5338

AFZX-GT-T

APR 20 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G3-01 - Priority for Scheduling Close-in Training Areas

1. Purpose: To publish guidance for priorities of use of close-in training areas and land within Major Subordinate Command (MSC) cantonment areas.
2. Priority of use training lands are identified into two categories, close-in training areas and cantonment areas:
  - a. Close-in training areas (enclosure) are assigned to MSCs for priority of use. These areas are outside of the traditional rotational footprint, but must still be scheduled during the Resource Allocation Conference (RAC):

4-10th BCT	Castor 1 and 2 (VQ 790400)
Warrior Brigade	
and PLDC	Rosepine 1, 2, and 3 (VQ 820315)
1/509th PIR	TA-4 (VQ 820410)
46th Engineer Battalion	Old ASP vicinity (VQ 815377)

- b. Cantonment areas are located within the MSCs footprints. The MSCs are responsible for proper care and maintenance of these areas. Cantonment areas are assigned as follows:

4-10 BCT	Land north of Louisiana Ave from (VQ 805375) to (VQ 808375) to (VQ 803355) to (VQ 811358)
Warrior Brigade	
and PLDC	Land south of Louisiana from (VQ 798341) to (VQ 810337) to (VQ 797328) to (VQ 809328)
1/509th PIR	Land south of Louisiana from (VQ 800345) to (VQ 803345) to (VQ 798341) to (VQ 803341)
1-131st Infantry Battalion	Land in and around North Fort Polk (VQ 840425)

3. These areas provide unique opportunities for training, and I expect leaders to maximize the use of these resources.




AFZX-GT-T

SUBJECT: Command Policy Memorandum G3-01 – Priority for Scheduling Close-In Training Areas

4. This policy will remain in effect until superseded or rescinded.

Encl  
as

  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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REPLY TO  
ATTENTION OF:

AFZX-SJA

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-01 – Commander's Open Door Policy

1. It is imperative that Soldiers feel free to voice their problems to their chain of command. As leaders we must ensure we let our Soldiers know we are here to listen to their concerns.
2. My door is open at any time to discuss problems with any Soldier, family member, or civilian employee of this command. I strongly encourage you to first surface the issue with your chain of command. If, however, you feel that your chain of command is unresponsive or the matter is too sensitive to discuss at unit level, you may make an appointment to see me by contacting my CSM at 531-1723.
3. A copy of this memorandum will be posted on the permanent section of all bulletin boards.
4. This policy will remain in effect until superceded or rescinded.

MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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REPLY TO  
ATTENTION OF:

AFZX-JA

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-02 - Relief for Cause of Commissioned and Noncommissioned Officers and Limitation of Exercise of Disciplinary Authority by Subordinates

1. Relief for cause of commissioned officers:

a. Army Regulation 600-20, para 2-17, requires that action to relieve an officer from any command position will not be taken without first obtaining written approval of the first general officer in the chain of command.

b. The requirements of AR 600-20, para 2-17, concerning relief for cause are hereby extended to all captains and above, whether or not in command positions.

2. Relief for cause of noncommissioned officers:

a. Action to relieve a command sergeant major, sergeant major, first sergeant, or master sergeant will not be taken without my prior written approval.

b. Action to relieve sergeants first class, staff sergeants, or sergeants must be approved in writing by the first colonel commander or above in the chain of command.

3. In cases of relief for cause where the individual's continued presence in the duty position may be detrimental to the organization, this policy does not preclude temporary suspension from assigned duties pending approval of a recommended relief.

4. The provisions of AR 623-105 and AR 623-205 concerning administrative review of relief reports remain applicable. United States Army Reserve and Active Guard/Reserve (AGR) personnel are governed by AR 135-18.

5. Limitation of exercise of disciplinary authority by subordinates:

a. Pursuant to Fort Polk Supplement to AR 27-10, para 3-7(d), the exercise of administrative or military justice disciplinary authority over commissioned officers, warrant officers, and command sergeants major is specifically reserved by the commanding general for all units at Fort Polk. All instances of misconduct or suspected misconduct involving commissioned officers,

AFZX-JA

SUBJECT: Command Policy Memorandum SJA-02 - Relief for Cause of Commissioned and Noncommissioned Officers and Limitation of Exercise of Disciplinary Authority by Subordinates

warrant officers, or command sergeants major must be promptly reported to the staff judge advocate.

b. Offenses involving wrongful use, possession, or distribution of controlled substances will be disposed of at the LTC or higher command level.

6. This policy will remain in effect until superceded or rescinded.



MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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REPLY TO  
ATTENTION OF:

AFZX-JA

AUG 02 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SJA-03 - Indecent and Offensive Language

1. References:

- a. Army Regulation 600-20, Army Command Policy, 13 May 02.
- b. Uniform Code of Military Justice (UCMJ), Articles 90, Article 91, Article 92, and 134.

2. Applicability: This policy applies to all persons on Fort Polk.

3. Enforceability: This policy is punitive. Violators of this policy may be subject to action under the UCMJ, adverse administrative action, or action for violation of Louisiana statutory criminal law.

4. Policy:

a. General Guidelines Regarding Offensive Language in Public Places: Public use of indecent and offensive language by Soldiers and civilians on Fort Polk is not only in bad taste, but disrespectful to all members of the community and its visitors. While private conversations remain the personal business of those involved, conduct in public places has a direct impact on the quality of life, good order and discipline, and the community. These standards apply to all Soldiers and civilians on Fort Polk. Everyone should assist in policing the use of indecent language on the installation.

b. Offensive Speech: Profanity and other types of offensive language are often prejudicial to good order and discipline, discrediting to the Army, and, therefore, punishable under Article 134 of the UCMJ, Indecent Language. Article 134 defines "indecent" language as that which "is grossly offensive to modesty, decency, or propriety, or shocks the moral sense because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought." Normally, on-the-spot counseling and education is appropriate. Leaders may also order Soldiers to stop using offensive or inappropriate language in public. Failure to abide by such an order may be punishable under Articles 90 or 91 of the UCMJ.

c. Sexually Harassing Speech: Sexually harassing speech is of special concern. Pursuant to AR 600-20, paragraph 7-5, sexual harassment includes, among other things, sexually explicit

AFZX-JA

SUBJECT: Command Policy Memorandum SJA-03 - Indecent and Offensive Language

c. Sexually Harassing Speech: Sexually harassing speech is of special concern. Pursuant to AR 600-20, paragraph 7-5, sexual harassment includes, among other things, sexually explicit profanity, sexual jokes, and comments of a sexual nature. Soldiers and civilian employees who violate this policy are subject to administrative or punitive action.

d. T-Shirts, Signs, and Gestures (Non-Verbal Communication): The standards discussed above apply not only to spoken language, but also non-verbal "speech," such as t-shirts, hats, bumper stickers, and gestures. Violators of the policy on non-verbal communication are subject to the same sanctions that apply to spoken language. Any person who violates the provision regarding bumper or window stickers may also have his or her vehicle banned from post until the offensive sticker is removed.

5. This policy will remain in effect until superceded or rescinded.

*expect leaders to make on-the-spot corrections!*

*Michael D. Barbero*

MICHAEL D. BARBERO

Brigadier General, USA

Commanding

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REPLY TO  
ATTENTION OF:

AFZX-CH

NOV 18 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CH-01 – Monitoring Suicide Gestures and Attempts

1. We must all take suicide very seriously. This policy covers prevention efforts and monitoring of suicide gestures and attempts and applies to all Soldiers, family members, civilians, and contractors at JRTC and Fort Polk.

2. Soldiers and leaders must recognize the warning signs:

- Appears depressed: sad, tearful, hopeless, poor sleep/appetite habits
- Talks about life losing meaning
- Abuses alcohol/drugs
- Talks of death and/or suicide
- Changes behavior and/or appearance
- Suffers relationship breakup (spouse, family, friend)
- Gives away possessions
- Injures self deliberately
- Suffers significant personal loss (job, health, status)

Leaders who observe Soldiers exhibiting these behaviors must take immediate action to prevent a suicide attempt. Consistent with the requirements of DoDI 6490.4, commanders will refer Soldiers to mental health and ensure they are safe until mental health evaluates them. If a suicide attempt is made, contact the emergency room and notify the military police.

3. Suicide prevention training is mandatory for all Soldiers at Fort Polk.

- a. All Soldiers and family members will receive a suicide prevention block of instruction at the newcomers' orientation.
- b. Commanders will provide annual suicide prevention training for all Soldiers.
- c. All company commanders and ISGs attending the company commander/ISG course will attend a mandatory block of instruction regarding suicide prevention.

AFZX-CH

SUBJECT: Command Policy Memorandum CH-01 – Monitoring Suicide Gestures and Attempts

d. All company commanders and ISGs will attend the Applied Suicide Intervention Skills Training (ASIST). Soldiers of all ranks are encouraged to attend ASIST classes.

4. Suicide Reporting, Level 1 CCIR:

a. An actual suicide or a suicide attempt resulting in a life-threatening injury is a level 1 CCIR. Reporting must occur immediately, in accordance with Command Policy Memorandum CG-01. The deputy commander/chief of staff (DC/CofS) will be informed immediately during duty hours (531-1734/1706) or through the field officer of the day (FOD) during non-duty hours (531-1725/1726/1727).

b. Major subordinate command (MSC) commanders may notify me directly, but must ensure the DC/CofS is also notified so that the installation staff is informed and tasked appropriately.

c. The MSC will submit the High Risk Report included in the enclosure.

5. Suicide Reporting, Level 2 CCIR:


a. For an attempted suicide resulting in serious injury requiring hospitalization, commanders will submit the following reports in concert with the reporting requirements set forth in Command Policy Memorandum CG-01 for a level 2 CCIR.

b. The MSC commander will notify the DC/CofS and provide an initial report, through the chain of command, to me (enclosure). I must receive the report NLT 0900 on the first day following the incident.

c. The MSC will submit the High Risk Report included in the enclosure.

6. This policy will remain in effect until superseded or rescinded. The point of contact for this policy is the installation chaplain's office, CM 531-4228.

Encl

  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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AFZX-CH

SUBJECT: Command Policy Memorandum CH-01 – Monitoring Suicide Gestures and Attempts

OFFICE SYMBOL

MEMORANDUM THRU

Bn (for MSC and Sep Bn Units)

Bde (for MSC Units)

FOR Commanding General, Joint Readiness Training Center and Fort Polk, Fort Polk, Louisiana  
71459-5339

SUBJECT: High Risk Report (Soldier's Name, Rank, SSN, Unit)

1. Identifying data: (Give Soldier's name, age, marital status, unit, time in service, time in unit, and brief statement describing duty performance).
2. Brief description of suicide attempt: (Include date, time, method, and command's perception of what may have precipitated the action. Example: On 24 Mar 88, PV2 Smith took an overdose of 100 Tylenol tablets after an argument with his wife).
3. Warning signs exhibited by individual prior to the suicide attempt.
4. Suspected reasons for the suicide attempt.
5. Actions taken by command: (Include medical and psychiatric evaluation results, hospitalization, disciplinary actions, restrictions, etc.)
6. Future plans for Soldier: (This may be undetermined at the time of the initial report.)
7. Lessons learned from this incident.

Signature Block of Company Commander

AFZX-CH

SUBJECT: Command Policy Memorandum CH-01 – Monitoring Suicide Gestures and Attempts

OFFICE SYMBOL

MEMORANDUM THRU

Bn (for MSC and Sep Bn Units)

Bde (for MSC Units)

FOR Commanding General, Joint Readiness Training Center and Fort Polk, Fort Polk, Louisiana  
71459-5000

SUBJECT: Weekly Update on High Risk Soldier (Soldier's Name, Rank, SSN, Unit)

1. Description of any ongoing evaluation, recommendations, or new information about stressors that precipitated the suicidal action.
2. Current status of Soldier (i.e., reintegrating into unit, in confinement, hospitalized, pending disciplinary action, etc).
3. Future plans for the Soldier (retention vs trial of duty). If plan is for administrative separation, state expected date of departure.

Signature of Block Company Commander

Remarks by Chief, Department of Psychiatry

Signature Block of Chief, Department of  
Psychiatry





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REPLY TO  
ATTENTION OF:

AFZX-PM

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum PMO-01 – Accountability of Sensitive Items

1. References:

- a. Army Regulation 190-40, Serious Incident Report, 30 November 1993.
- b. Command Policy Memorandum CG-01, Commander's Critical Information Requirements.

2. Purpose: This memorandum establishes procedures to prevent or respond to an incident involving a lost or stolen sensitive item.

2. Applicability: This memorandum applies to all military units and activities assigned to, or located at, the Joint Readiness Training Center (JRTC) and Fort Polk.

3. Definitions - for the purpose of this policy, sensitive items are:

- a. Arms, ammunition, and explosives as defined in Appendix C-1(h), AR 190-40.
- b. Sensitive items identified by Controlled Inventory Item Code (CIIC) 1-6, 8, Q, R, S.
- c. Controlled cryptographic items identified by CIIC 9.
- d. Night vision devices or scopes.
- e. Items, other than those listed in "a" through "d" above, of value greater than \$50,000.

4. Prevention: In a training environment, commanders will establish a system to account for all sensitive items twice each day, i.e., once each a.m. and p.m. Subordinate leaders/supervisors within the command will ensure continuous accountability by count and serial number.

5. Joint Readiness Training Center Rotational Units:

- a. Rotational units will report the loss of any sensitive item to the senior observer/controller (O/C). The report of a lost sensitive item will not terminate the exercise scenario. The rotational unit will search for the lost sensitive item while continuing to train.

AFZX-PM

SUBJECT: Command Policy Memorandum PMO-01 – Accountability of Sensitive Items

b. The senior O/C will notify the JRTC Operations Center, which will notify the commander, JRTC Operations Group (COG), and the deputy commander (DC), commanding general (CG), or installation field officer of the day (FOD) as appropriate. The COG will make the determination of when to halt training to recover the lost or stolen sensitive item.

c. Rotational units will be briefed on this policy as a part of the exercise rules of engagement (EXROE) brief prior to all rotations, NLT D-3 by O/Cs.

7. Initial Response: When a unit (other than a JRTC rotational unit) encounters a lost, stolen, or missing sensitive item, the senior ranking person at the scene will:

a. Halt all training activities and secure the immediate area where the weapon or sensitive item was discovered missing.

b. Conduct a controlled search of the immediate area, including all personnel and equipment.

c. Account for recent movement of personnel or equipment out of the area.

d. Immediately inform the unit chain of command of the missing item.

8. Reporting: If the item is not located within 1 hour, the unit commander having direct responsibility for the missing sensitive item will:

a. Notify the DC (during duty hours) or FOD (during non-duty hours) and update every 4 hours or as directed.

b. Contact the military police and report the incident. Notification will not be delayed awaiting complete information. The unit commander will ensure that personnel identified by the military police or CID are present to be questioned or searched.

c. The unit will remain on location until the weapon or sensitive item is found or the unit receives a release from the CG.



AFZX-PM

SUBJECT: Command Policy Memorandum PMO-01 – Accountability of Sensitive Items

9. This policy will remain in effect until superceded or rescinded.

A handwritten signature in black ink, appearing to read "Michael D. Barbero".

MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

DISTRUBUTION:

A+



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK**  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-PM

APR 06 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum PMO-02 – Noise Abatement, Change 1

1. Purpose: This memorandum establishes the standards and enforcement measures for Fort Polk's noise abatement policy.
2. Applicability: This memorandum applies to all Soldiers and civilians on Fort Polk, regardless of unit, affiliation, or status.
3. Background: Excessive noise damages hearing, poses a safety risk, undermines good order and discipline, and disturbs the peace and tranquility of the Fort Polk community. While appropriate measures exist to control noise created by normal military operations, additional measures are required to address excessive noise created by personal activities on the installation.
4. Authority:
  - a. Army Regulation 600-20 grants commanders broad disciplinary powers in furtherance of command responsibilities. Ensuring the proper conduct of Soldiers is a function of command.
  - b. Section 103.1 of Title 14, Louisiana Revised Statutes, makes it a crime to cause emanations of excessive sound or noise. This statute is enforceable on Fort Polk under Section 13 of Title 18, United States Code.
5. Policy: Excessive noise is prohibited on the Fort Polk military installation. No person shall operate or permit the operation of any sound amplification system which emanates unreasonably loud or excessive sound or noise which is likely to cause inconvenience or annoyance to persons of ordinary sensibilities. Excessive noise is defined as:
  - a. Music, vibrations, or other sounds emanating from a sound amplification system located in or on any motor vehicle on any street, parking lot, or other open area of the installation, which is audible at a distance of 10 feet.
  - b. Music, vibrations, or other sounds emanating from a hand carried sound system on any street, parking lot, or other open area of the installation which is audible at a distance of 10 feet.



AFZX-PM

SUBJECT: Command Policy Memorandum PMO-02 – Noise Abatement, Change 1

c. Music, vibrations, or other sounds emanating from any sound system located in any barracks, quarters, or other building on the installation which is audible at a distance of 10 feet from the exterior wall of the building.

d. Profanity in lyrics that can be heard outside any motor vehicle, regardless of distance. This may also violate Command Policy SJA-03, "Indecent Language."

6. Exceptions: The provisions of this policy do not apply to the use of a horn, alarm, or other warning device which has as its purpose the signaling of unsafe or dangerous situations or to summon the assistance of law enforcement when used for such purpose, or when used in conjunction with a permitted event. The provisions of this policy do not apply to noise caused by military operations or other official activities.

7. Waiver: Written waiver of this policy may be granted for unit or public activities on Fort Polk. Waiver authority is the first commander in the grade of lieutenant colonel (LTC) commander in that unit's chain of command. Units without a commander in the grade of LTC or higher on Fort Polk will request a waiver through the garrison commander.

8. Enforcement: Individuals who violate this policy may face both criminal and administrative action, including the revocation of on-post driving privileges. Military personnel who violate this policy may also be subject to punishment for violation of Article 92 or Article 134 of the Uniform Code of Military Justice (UCMJ). Civilians who violate this policy will be subject to prosecution in US Magistrate Court. Enforcement will be through the following methods:

a. All leaders will rigorously enforce this policy through on-the-spot corrections.

b. Military police will issue appropriate citations to both Soldiers and civilians.

c. Any individual who observes violations of this policy should report the violation to the relevant unit's chain of command or the provost marshal's office.

AFZX-PM

SUBJECT: Command Policy Memorandum PMO-02 – Noise Abatement, Change 1

9. This policy will remain in effect until superseded or rescinded.



MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

DISTRIBUTION:

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REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

AFZX-PM

JUN 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum PMO-03 – Use of Mobile Personal Electronic Devices (MPEDs) on the Fort Polk Military Installation

1. References:

- a. Department of Defense Instruction 6055.4, DoD Traffic Safety Program, 20 July 1999.
- b. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 8 June 1988.
- c. JRTC & Fort Polk Supp. 1 to AR 190-5, Motor Vehicle Traffic Supervision, 7 June 2000.
- d. Louisiana Revised Statute 32:295.2, Motor Vehicles and Traffic Regulation, 2005.
- e. Title 50, United States Code, Section 797, Security Regulations and Orders.

2. Purpose: Mobile personal electronic devices (MPEDs) are frequently used on the Fort Polk military installation. While these devices are convenient for the user, they also reduce the user's situational awareness while driving. In some circumstances, this use creates a potential safety hazard for the user and those interacting with the user. In light of these safety concerns, the following policy regarding the use of MPEDs on the installation is enacted.

3. Applicability: This policy is applicable to all persons operating a motorized vehicle on the installation.

4. Definitions:

- a. "Mobile Personal Electronic Device (MPED)" – Any handheld or portable electronic device, including, but not limited to, cellular phones, personal data assistants, portable electronic e-mail devices, and handheld video game devices.
- b. "Hands-Free Mobile Personal Electronic Device" – A MPED that has an internal feature or function or that is equipped with an attachment or addition by which the user may use the MPED without the use of either hand, whether or not either hand is necessary to activate, deactivate, or initiate a function of the MPED. Examples include mobile personal electronic devices with speakerphone capabilities or vehicles equipped with hands-free communications equipment.



AFZX-PM

SUBJECT: Command Policy Memorandum PMO-03 – Use of Mobile Personal Electronic Devices (MPEDs) on the Fort Polk Military Installation

5. Policy: Except as otherwise provided in this memorandum, the use of a MPED while operating a motorized vehicle in motion on Fort Polk is prohibited. Vehicle operators may operate MPEDs only after the vehicle has been safely stopped off of the roadway and placed in park.
  - a. This policy does not prevent a passenger in a moving motor vehicle from using a MPED.
  - b. This policy does not prevent the operator of a moving motor vehicle from using a hands-free MPED. However, the use of hands-free devices requiring headphones, earphones, or other listening devices affixed to the operators head are prohibited.
6. Exceptions: This policy does not apply to the following:
  - a. Emergency responders such as the military police, DA Police, firefighters, EMTs, MEDEVAC crews, and hazardous material handlers responding to emergency situations.
  - b. Operators of tactical vehicles using tactical radios.
  - c. Operators of vehicles operating in "the box" in support of JRTC rotational activities.
  - d. Range control personnel operating government vehicles while using official radio systems.
7. Enforcement: This policy is punitive in nature. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy are subject to punitive and administrative action. Individuals not subject to the UCMJ who fail to comply with the provisions of this policy may be subject to adverse administrative action or prosecution in federal court. The provost marshal is responsible for enforcing this policy and, where appropriate, will notify violators in writing of the suspension of installation driving privileges.
8. Implementation Period: There will be a 30-day implementation period after the effective date of this policy during which citations will not be issued to violators of this policy. The public affairs office will use this 30-day period to inform the public of this policy.
9. This policy will remain in effect until superceded or rescinded.



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**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
7330 MISSISSIPPI AVENUE, SUITE 101  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-MWR-AC

**02 AUG 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DMWR-01 - Family Advocacy Program (FAP)

1. Reference Army Regulation 608-18, The Family Advocacy Program, 20 October 2003.
2. Background: The FAP is a command program designed to prevent child and spouse abuse through awareness and early intervention, to protect victims of abuse from further violence, and to treat affected Soldiers and family members. Abuse often constitutes a violation of law. Army policy recognizes a commander's authority to take appropriate Uniform Code of Military Justice (UCMJ) and/or administrative actions against Soldiers who are the perpetrators of abuse.
3. Responsibilities:
  - a. Commanders will encourage their families to take advantage of the prevention education programs offered through the FAP to help them enhance their family life. Research in the child abuse and spouse abuse fields shows that the single most effective strategy for preventing child abuse and spouse abuse is to educate and support families. In addition, commanders will facilitate the attendance of the newly married couple and the new parent in classes especially designed to address issues relevant to these life changes.
  - b. Commanders will support Soldiers who voluntarily request these services and/or have been referred to these services because of high-risk behavior. Commanders will become familiar with available resources offered by the FAP and make appropriate and early referrals to assist families and support readiness.
  - c. Commanders will ensure that all Soldiers receive annual awareness training on the dynamics of family violence which is provided by the FAP troop trainer.
  - d. Enclosed is the Unit Commander's Domestic Violence Incident Process Checklist to provide guidance in handling spouse abuse reports. Commanders will promptly report known or suspected incidents of child or spouse abuse to the reporting point of contact (RPOC) at 531-HOPE (4673), refer Soldiers for evaluation, and ensure compliance with treatment plans per AR 608-18. Army Regulation 608-18 delineates that the unit commander and/or the first sergeant is mandated to attend case review committee (CRC) presentations pertaining to Soldiers within their command. The CRC meets weekly and is a multidisciplinary team chaired by the chief,

AFZX-MWR-AC

SUBJECT: Command Policy Memorandum DMWR-01 - Family Advocacy Program (FAP)

Social Work Service (C, SWS). The CRC has the responsibility for reviewing all cases of child and spouse abuse, substantiating or unsubstantiating cases based on the evidence presented to the committee, and developing a treatment plan for substantiated cases. Battalion/Squadron commanders will ensure company commanders and/or first sergeants attend these meetings and will follow up as appropriate.

4. Procedures:

a. The RPOC will telephonically notify unit commanders within 24 hours after receipt of a report of spouse or child abuse pertaining to the family of one of their Soldiers. After a report is made, the SWS staff will conduct a clinical interview on each suspected case of abuse. The SWS staff will also give the unit commander telephonic and written notification of the date the report will be presented to the CRC and furnish a copy of the written notice to the battalion commander.

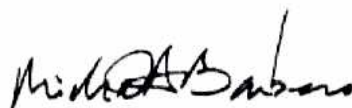
b. When the CRC substantiates a report, a memorandum will be sent to the unit commander, with a copy furnished to the battalion commander, stating the treatment recommendations. In addition, commanders will receive a notification letter after 90 days advising them of the Soldier's progress in treatment. The commander must ensure that each Soldier receives counseling and education in compliance with recommendations agreed upon between the CRC and command.

c. Commanders will retain on file an up-to-date reference copy of the FAP memorandum of instruction (MOI) and this policy letter.

5. Family advocacy prevention (531-1940) and treatment programs (531-3272) are co-located in the Army Community Service (ACS) Center, Bldg. 920, 1591 Bell Richard Avenue.

6. This policy will remain in effect until superseded or rescinded.

Encl  
as

  
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SUBJECT: Command Policy Memorandum DMWR-01 - Family Advocacy Program (FAP)

### Unit Commander's Domestic Violence Incident Process Checklist

Date of Incident: \_\_\_\_\_

Name (Service Member): \_\_\_\_\_ Unit: \_\_\_\_\_

Name (Spouse): \_\_\_\_\_

Children: \_\_\_\_\_

<u>Day</u>	<u>SWS Treatment</u>	<u>Housing/Billeting</u>	<u>Legal</u>	<u>Other</u>
<b>Incident Reported</b> --Commander/First Sergeant picks up SM at MP/Police station --See Victim Advocate at MP station or Qtrs. --Sign Action Plan for victim developed by Victim Advocate		Separate spouses for a minimum of 72 hours and until SWS Case manager has made assessment of risk and advised regarding separation (Command Policy Memo DMWR-02) Victim remains in quarters; offender to barracks or, if civilian, may be sent off post. Consider initiating a bar to post. Escort SM to Qtrs to retrieve personal items. One Time Only Order SM no contact without escort/witness present.	MP statement/blotter report entry made	Medical treatment facility Chaplain notified Who has children? Transportation Money Food Off-Post lodging Dual military couple- call other commander
Next working day	Contact SWS for appointment SM. Spouse: _____ Case Review Committee date is: _____	Spouses may not reunite in Qtrs, without SWS case manager recommendation. If spouses choose not to reunite, continue separation. Begin 30-day termination of Qtrs.	Contact Trial Counsel. May arrange for legal assistance, if warranted (soldier & spouse). Victim filing charges? Is State prosecuting? Victim seeking restraining order? Victim seeking separation/divorce.	Finance ensure provision of financial support by SM to family. If family wants to move, help plan move NOT AT GOVERNMENT EXPENSE!! If children, notify CDC, YS, or Schools of any info they need to know about the case; particularly restraining orders.
CRC Hearing Date	Attended by CO/1SG Approve treatment plan		Monitor	Contact soldier and spouse reference results and appointments.
Day 15	Contact SWS case manager for compliance with treatment plan	Monitor. Submit Exception to Policy to retain Qtrs, if situation warrants.	Monitor	Mid-month LES review. ensure support payments being made
Day 30	Contact SWS case manager for compliance with treatment plan	If no reunion, terminate Qtrs on 31 <sup>st</sup> day.	Monitor progress of UCMJ/civilian proceedings, separation/divorce.	Monitor
Every 30 days (minimum)	Contact SWS case manager for compliance with treatment plan	Monitor	Monitor. If soldier convicted, contact Trial Counsel at 531-0233.	Monitor



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REPLY TO  
ATTENTION OF:

AFZX-MWR-AC

**AUG 02 2004**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DMWR-02 - Physical Separation of Parties  
Involved in Domestic Violence

1. Purpose: This policy memorandum implements a mandatory 72-hour minimum period of physical separation for Soldiers and/or their civilian spouses involved in domestic disputes on and off the Fort Polk installation.
2. Applicability: The provisions of this policy apply to all military personnel assigned to Fort Polk and their spouses, whether living on or off the Fort Polk installation.
3. General: Violence against a spouse is a crime and is contrary to the values and standards of the United States Army. Domestic violence is a community issue that affects family stability, Soldier morale, and mission accomplishment. Department of Defense (DoD) Directive 1030.1, Victim and Witness Assistance, includes a bill of rights, which closely resembles the Federal Crime Victims' Bill of Rights. Under this bill of rights, DoD officials are responsible for ensuring that victims of military crimes are afforded several rights, among which are the right to be treated with fairness and respect for their dignity, and the right to be reasonably protected from the alleged offender. The provisions set forth within this policy will ensure that these rights are observed and that the safety of military victims of spouse abuse is maximized.
4. Active Duty Offenders: When an active duty Soldier is the offender in a domestic disturbance involving physical assault, commanders, upon notification by the provost marshal office (PMO), the installation reporting point of contact (RPOC) for child and spouse abuse reports, a social work service (SWS) case manager, or a civilian law enforcement agency will require the Soldier be placed in the barracks or with a command-assigned individual at least two grades higher (see subsection "a" below) than the Soldier, for a minimum separation period of 72 hours.
  - a. If the commander places the offender with a command-assigned individual, that individual must be an officer or a noncommissioned officer (NCO) no less than two grades higher than the offender, does not reside within close proximity of the victim, and has the authority to issue verbal and/or written orders of restraint as necessary. To avoid conflicts of interest, the assigned individual shall not be a friend of the offender.

AFZX-MWR-AC

SUBJECT: Command Policy Memorandum DMWR-02 - Physical Separation of Parties  
Involved in Domestic Violence

b. In dual military cases, commanders will require that the Soldier-victim remain in the couple's residence and that the Soldier-offender be placed in the barracks or with a command-assigned individual. The provisions set forth in paragraph 4(a) above shall apply.

c. In dual military cases involving mutual affrays, commanders will make the determination as to which party to place in the barracks, based on who is identified by the military police (MP) or an SWS case manager as the primary aggressor. In accordance with Army Regulation 608-18, the primary aggressor is defined as the person who maintains the power and control in an abusive incident regardless of who initiates the domestic dispute, continued the dispute, or provoked the incident. In deciding which party to order into the barracks, commanders should always consider the interests and welfare of the party's minor children, if any, to include which parent provides the majority of the care.

d. Commanders will ensure that the unit representative responsible for picking up the soldier at the PMO is an officer or NCO at least two grades higher than the Soldier, and that they meet with the on-call victim advocate before leaving the MP station.

e. Commanders will ensure that offenders contact SWS for an initial assessment within 24 hours after an incident occurs or the next working day if the incident occurs on a weekend or a holiday.

f. Commanders will ensure Soldier-offenders understand that 72 hours is a minimum separation period contingent upon the completion of the initial SWS assessment and the recommendation of the SWS case manager. Based on all of the circumstances, particularly the assessment of the SWS case manager, commanders will not allow the parties to reunite if either party's safety is at stake.

g. In situations where a domestic dispute does not include a physical assault, commanders may still institute a 72-hour physical separation period based on the circumstances and the recommendations of the MPs, SWS case manager, and/or victim advocate.

h. When appropriate, commanders may revoke pass or leave privileges of Soldiers subject to the provisions of this policy.

5. In situations where a Soldier must retrieve basic necessities from his/her home, commanders will ensure the victim is notified prior to going to the home and that a unit escort is assigned to accompany the Soldier to the home. The unit escort will keep the Soldier-offender in line of site supervision during the visit.



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SUBJECT: Command Policy Memorandum DMWR-02 - Physical Separation of Parties  
Involved in Domestic Violence

a. The escort must be an officer or NCO no less than two grades higher than the offender with the authority to issue a verbal or written order of restraint where necessary.

b. The escort will be responsible for the Soldier's return to the barracks or home after he/she has gathered his/her basic necessities.

c. The commander will ensure the Soldier-offender understands that this is a one-time visit during the separation period, and that he/she is not to return to the quarters until the requirements outlined in paragraphs 4(e) and (f) of this policy memorandum are met.

d. Commanders will secure quarter's keys to ensure Soldier-offenders do not have access to the quarters during the separation period or during periods of restraint as per court issued orders of protection.

6. Protective Orders:

a. In cases where a civilian court has issued an order of protection (restraining order) against a Soldier-offender, commanders will counsel their Soldiers to abide by the restrictions set forth in said order and will issue a military protective order (MPO) delineating similar restrictions. Commanders may pursue Uniform Code of Military Justice (UCMJ) action against Soldier-offenders who violate MPOs.

b. In cases where a civilian court has issued an order of protection (restraining order) against a civilian-offender, commanders will request that a bar from the installation be instituted against the civilian-offender. Commanders should contact the office of the staff judge advocate or on-call judge advocate at 208-3247 to begin the process of instituting a bar from post.

c. When a civilian-offender violates a civilian order of protection, he or she will be escorted off post by the MPs and a bar action will be initiated through the office of the staff judge advocate. Civilians who violate a bar from the post are subject to prosecution in the United States Magistrate Court.

d. Upon securing quarter's keys, commanders will advise the directorate of public works (DPW) that an order of protection is in place against a Soldier within their command and that additional keys to government and government-leased quarters should not be issued to the Soldier-offender.

7. Civilian Offenders: Where the offender is the civilian spouse, commanders will keep the Soldier's safety as the highest priority. Commanders will use whatever safety measures they

AFZX-MWR-AC

SUBJECT: Command Policy Memorandum DMWR-02 - Physical Separation of Parties  
Involved in Domestic Violence

deem appropriate, to include placing the Soldier-victim in the barracks or seeking a temporary bar from the installation for the offender-civilian spouse. Where temporary bars are indicated, commanders shall contact the office of the staff judge advocate (OSJA) trial attorney or on-call OSJA attorney to begin the process of instituting an emergency bar.

8. Off-Post Incidents: Local civilian law enforcement shall deal with incidents occurring off post. Pursuant to a memorandum of agreement (MOA), local law enforcement shall be responsible for notifying the provost marshal office (PMO) of an offender's release. The PMO will then be responsible for notifying the commander, who will assign a unit representative to pick up the Soldier and have him/her placed into the barracks or home of a command-assigned individual for a 72-hour minimum period of physical separation.

a. Commanders will ensure they notify the Soldier-offender's spouse of his/her release.

b. Commanders shall ensure Soldier-offenders contact SWS for an initial assessment.

9. Weapons: Upon notification by the MPs, commanders will remove weapons from the home of Soldiers involved in domestic disputes and secure them in the unit's arms room until such time as a SWS case worker assesses it is safe for weapons to be returned to the custody of the offender.

10. This policy will remain in effect until superceded or rescinded.



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REPLY TO  
ATTENTION OF:

AFZX-CG

01 FEB 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Relaxed Grooming Standards and Standards of Appearance During Rotations for the JRTC OPFOR and Military Role Players

1. Reference AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 5 September 2003.
2. The purpose of this policy is to establish relaxed grooming standard guidelines for opposing force (OPFOR) Soldiers in support of Joint Readiness Training Center (JRTC) rotations.
3. As the OPFOR for the JRTC, the contemporary operating environment (COE) has recently shifted focus towards replicating both Operation Iraqi Freedom and Operation Enduring Freedom theaters of operation. Based on the requirement to pose a realistic and credible threat as the OPFOR replicating real-world contingency operations and theaters of operations, we must adapt and change our standards of appearance. The implied tasks of the individual OPFOR Soldier in order to effectively replicate these operating environments are two-fold:
  - a. To alter his appearance in order to blend in with the JRTC role-players, foreign language speakers, etc., and to more closely replicate the in-theater threat forces, or anti-coalition forces.
  - b. To not look like a US Army Soldier.
4. Relaxed Grooming Standards. Periodically, the OPFOR will exercise relaxed grooming standards. The purpose of the relaxed grooming standards is to force rotational units to develop and utilize skills necessary to differentiate between friend and foe by eliminating their ability to rely on physical attributes alone when attempting to identify threat forces.
  - a. General. Due to JRTC rotational schedules and general discipline standards of the unit, periods of execution will vary and be executed based on an assessment of need by the commander. Generally, the following guidelines will apply for executing relaxed grooming standards:
    - (1) Soldiers that must interface with rotational units and the JOC staff on a regular basis, i.e. Tactical Update attendees, P/EMC Synch Meetings, will not execute relaxed grooming standards.



AFZX-CG

SUBJECT: Relaxed Grooming Standards and Standards of Appearance During Rotations for the JRTC OPFOR and Military Role Players

(2) Soldiers tasked for installation details and headquarters details, i.e. VIP/protocol drivers, post police detail, will not execute relaxed grooming standards.

(3) Soldiers attending NCOES/OES or any Army sponsored course on or off post will not execute relaxed grooming standards. This includes Soldiers executing TDY, regardless of purpose.

(4) Soldiers will not sign out on any type of leave while in relaxed grooming standards.

(5) The only authorized uniforms during relaxed grooming standards are the OPFOR OG-107 utility uniform, civilian/cultural clothing, and the improved physical fitness uniform. OG-107 is the duty uniform while the unit is executing relaxed grooming standards.

(6) Soldiers pending chapter or administrative actions that prevent them from executing rotational support will not execute relaxed grooming standards.

b. Standards of appearance for beards and hair growth.

(1) Soldiers identified by their chain of command as unable to successfully grow a beard in a reasonable amount of time (7 days) will be instructed to remain clean-shaven.

(2) Beard growth will not exceed  $\frac{3}{4}$  of 1 inch and will be trimmed to present a neat and groomed appearance. When executing OEF rotational support, Soldiers will be allowed to grow beards out and are not required to trim in order to more closely replicate that theatre of operations.

(3) Moustaches and goatees are authorized during relaxed grooming standards periods. Both will present a groomed appearance and not exceed  $\frac{3}{4}$  of 1 inch. Moustaches, when grown alone, will not exceed the corners of the mouth.

(4) Soldiers' hair growth will not exceed the maximum standards as stated in AR 670-1 at any time. Hair will not touch the collar of the duty uniform or touch the ears.

(5) Sideburns will not exceed standards as stated in AR 670-1, unless grown with a full-face beard. Sideburns will not be allowed to exceed AR 670-1 when grown with a clean-shaven face, a moustache, or a goatee.

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SUBJECT: Relaxed Grooming Standards and Standards of Appearance During Rotations for the JRTC OPFOR and Military Role Players

5. Period of Execution. The period of relaxed grooming begins 7 calendar days prior to D-4 and ends close of business on ENDEX. This time period allows for most Soldiers to begin an effective beard growth prior to the rotation and allows for Soldiers to remain in character after the end of the rotation in order to attend AARs. During such time when, due to compact scheduling of rotations, that the "begin" date for relaxed grooming standards overlaps with or nearly overlaps with ENDEX from the previous rotation, the commander of OPFOR troops will request approval from the Commander, JRTC and Fort Polk, a period of continued relaxed grooming.

6. Unit leaders at all levels are responsible for ensuring the standards described in this memorandum are enforced and in compliance. Unit leaders will also issue and ensure Soldiers maintain G-Form 1 (Relaxed Grooming Standards Authorization Card) on their person while executing relaxed grooming standards.

7. The point of contact is LTC Richard L. Harms, Chief of Staff, JRTC Ops Gp, 531-9691.



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Brigadier General, USA  
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DISTRIBUTION:

CG, HQ, JRTC & Fort Polk

Cdr, 1-509th IN (ABN)

Cdr, 1-131st IN

Cdr, HHC, 1-509th IN (ABN)

Cdr, D Troop, 1-509th IN (ABN)

### Appendix 3

#### CHAIN OF COMMAND / NCO SUPPORT CHANNEL

\_\_\_\_\_  
Commander in Chief

\_\_\_\_\_  
Secretary of Defense

\_\_\_\_\_  
Secretary of the Army

\_\_\_\_\_  
Chief of Staff, Army

\_\_\_\_\_  
SMA

\_\_\_\_\_  
FORSCOM CDR

\_\_\_\_\_  
FORSCOM CSM

\_\_\_\_\_  
CG, JRTC & Fort Polk

\_\_\_\_\_  
CSM, JRTC & Fort Polk

\_\_\_\_\_  
Brigade/Regiment CDR

\_\_\_\_\_  
Brigade/Regiment CSM

\_\_\_\_\_  
Battalion CDR

\_\_\_\_\_  
Battalion CSM

\_\_\_\_\_  
Company CDR

\_\_\_\_\_  
Company ISG

\_\_\_\_\_  
Platoon Leader

\_\_\_\_\_  
Platoon Sergeant

Squad Leader \_\_\_\_\_



# **RISK MANAGEMENT**

**Risk management is part of everything we do.**

**Risk management is the process of identifying and controlling hazards and making risk decisions to protect the force. It is applicable to any mission or environment, on or off duty.**

## **THE FIVE STEP RISK MANAGEMENT PROCESS**

- 1. IDENTIFY HAZARDS** to the force. Consider all aspects of current and future situations, environment, and know historical problem areas.
- 2. ASSESS HAZARDS** to determine risks. Assess the impact of each hazard in terms of potential loss based on probability and severity.
- 3. DEVELOP CONTROLS and MAKE DECISIONS** that eliminate the hazards or reduce the risk.
  - A. Reassess hazards given the controls.**
  - B. Determine the proper decision authority.**
- 4. IMPLEMENT CONTROLS** that will eliminate the hazards or reduce the risk.
- 5. SUPERVISE and EVALUATE.** Enforce standards and controls. Evaluate the effect of controls and adjust as necessary.